



جامعة الفجيرة UNIVERSITY OF FUJAIRAH

CATALOG 2022-2023

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UNIVERSITY OF FUJAIRAH

CATALOG

© Quality Assurance and Institutional Research Affairs (QAIRA)

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جامعة الفجيرة
UNIVERSITY OF FUJAIRAH

Vision

The UOF is a leading higher education institution in academic excellence that provides quality applied education, builds skills that set well-rounded graduates up for success, and be prepared for the disruption of the digital workplace in the UAE and the global world..

الرؤية

جامعة الفجيرة هي مؤسسة تعليم عالي رائدة في التميز الأكاديمي، توفر تعليمًا تطبيقيًا عالي الجودة، وتبني المهارات الرقمية والكفايات المطلوبة لسوق العمل في دولة الإمارات العربية المتحدة والعالم.



جامعة الفجيرة
UNIVERSITY OF FUJAIRAH

Mission

The UOF will continue to:

- Provide quality applied multi-disciplinary educational programs for both working and non-working students in the Fujairah, other Emirates, the GCC countries, and the neighboring regions.
- Provide learning opportunities for all students with the most appropriate learning technologies which build analytical, communication, and constructive thinking skills that set well-rounded graduates up for success.
- Build competent innovators and business leaders who are prepared for the disruption of the digital workplace in the UAE toward enhancing investment and employment opportunities in Fujairah and other Emirates.
- Establish innovative and productive engagement mechanisms with the government institutions, civic organizations, and business-industry-employers of graduates.
- Foster applied research to effectively contribute to the socio-economic conditions of the local and national communities.

الرسالة

ستستمر جامعة الفجيرة في:

- توفير تعليم عالي الجودة متعدد التخصصات للطلبة العاملين وغير العاملين في إمارة الفجيرة والإمارات الأخرى ودول الخليج.
- توفير فرص تعليم لجميع الطلبة باستخدام تكنولوجيا حديثة في التعليم تعتمد على التعلم الذكي، التي تبني مهارات التحليل والتواصل والتفكير البناء، والتي تؤهل الخريجين للنجاح في سوق العمل.
- تخريج طلبة مبتكرين ورواد أعمال أكفاء على جاهزية للانخراط في سوق العمل الإماراتي من أجل دعم الاستثمار والتوظيف في إمارة الفجيرة والإمارات الأخرى.
- المشاركة المبتكرة والمنتجة مع المؤسسات الحكومية، والمنظمات المدنية، وأصحاب الأعمال التجارية والصناعية من الخريجين.
- دعم البحوث التطبيقية للمساهمة بشكل فعال على المستوى الاجتماعي والاقتصادي للمجتمعات المحلية والوطنية.

Message from the Chairman of the Board

On behalf of the members of the Board of Trustees, I am happy to welcome the university officials, faculty, staff, students, parents and visitors to University of Fujairah! Our commitment to educate the youth and community members is curved in our vision.

The obligation assigned to me as the chairperson of the governing board is gigantic, and it is a challenging role. It necessitates a greater responsibility and University of Fujairah (UOF) in meeting the challenges of today's effective



delivery of higher education services. Effective accountability, in this regard, enforces the board of trustees to provide resources to the faculty, staff, students, and alumni members toward achieving UOF's goals and objectives. The system of good governance, through strategic decision making which is reflective to the needs of the learners and subscribes to the requirements of the Standard and other accreditation bodies, elevates the university's competitive advantage. With this system, the university affairs such as academic, administrative, student, and community engagements are propagating specialized and novelty approaches of implementing the general university programs. It guarantees an innovative leadership that is ready to embrace the future of the university where administrative and academic officers are inspired to work together and achieve common goals. With our roles in employing a system of guiding and leading the performance of UOF to achieve its strategic goals and objectives, students' residency at the university is definitely a great opportunity and a guaranteed academic success.

Once again, I welcome you all!

Saeed Ben Muhammad Al-Raqabani
Chairman of the Board of Trustees

Message from the Chancellor

I am honored to welcome the students, parents, and community stakeholders, as well as the academic and administrative staff, whom I bestow my leadership and governance responsibilities and act upon on behalf of the Board of Trustees (BOT) and the Executive Committee (EC). The University of Fujairah (UOF) is a vibrant academic institution that is keen to embark on a continuous process improvement model. It executes a remarkable higher educational leadership and implements a measurable support system by establishing its overall strategic directions toward achieving the university mission, in particular, and strengthens its educational leadership visibility and reputation as one of the excellent Higher Education Institutions (HEIs) leaders in Fujairah, other Emirates, the GCC countries, and the neighboring regions in general.

My role in context as a Chancellor is to emphasize the significant character and work behavior of faculty and staff that every one of us must display to advance the teaching and learning process for a renowned UOF. By valuing the ethical work behavior of the academic program implementers assure that the university stands in quality and teaching excellence. The current and prospective students and graduates, whom they are recipients of excellence in instruction, also endeavor a rigor in demonstrating academic skills that made them successful in their respective academic careers; mold them as mature graduates with the appropriate skills and competency match with the industry-workplace competency requirements.

Under my leadership, I assure you that the core faculty of each program work hard to offer students an excellent learning culture; to craft and deliver a competency learning framework away from the classical lecture-based classes; to support students to discover their passions and provide constant and robust academic guidance in successfully achieving their academic program path. This approach, therefore, embarks teaching and learning excellence that is outcome-based and re-assures the learning competency achievements of students.

UOF enunciates its vision and strategic directions and aspires to be “a leading higher education institution in academic excellence that provides quality applied education, builds skills that set well-rounded graduates up for success, and be prepared for the disruption of the digital workplace in the UAE and the global world”. We shall continue to enhance partnership with local, regional, and international academic institutions and industrial firms; employ well qualified and competent academic staff who are utilizing the modern and most advanced level of teaching and learning tools that systematically draws excellent delivery of educational support and impact classroom-based action researches.

We, therefore, continue to deliver quality academic programs guided by the internal quality assurance mechanisms and accreditation standards. We embark on our commitment to provide a quality learning environment, state-of-the-art lecture halls, classrooms, laboratories furnished with modern equipment and latest teaching and learning tools, research instruments, simulation laboratories, and various resources for university researches; continue to implement synchronous and asynchronous e-learning modes that boost the research activities and faculty publication; foster efficient academic outputs, and elevate the competitiveness of our graduates in the labor market by offering highly demanded academic programs benchmarked from the industry competency requirements that add value to their employment, in particular, and achievements of program goals and university mission in general.

Chancellor

Leadership

Board of Trustees	Role	Affiliation (Current Employment and Job Title)
HE Saeed Bin Mohamed Al-Raqabani	Chair	Special Adviser to the Ruler of Fujairah, Chairman of the Board of Directors of Fujairah Charity Association
HE Humaid Mohammed Obaid Al Qatami	Vice Chair	Business Man
Hon. Suleiman Mousa Al-Jassim	Member	Academic and Researcher
Hon. Hussein Hassan Mirza Al-Sayegh	Member	Member of the Board of Trustees - Al Maktoum Foundation
Hon. Prof. Mohamed Ahmed Abdelrahman	Treasurer	Al Wasl University Chancellor
Hon. Dr. Khaled Mohamed Alhammadi	Member	General Registrar of the Higher Colleges of Technology
Hon. Khalifa Khamis Mater Alkabi	Member	Member of the Council of Education Care and Academic Affairs
Hon. Abdul Salam Nasr Al-khalaileh	Board Secretary	Secretary-General of the Council of Education Care and Academic Affairs
Hon. Ahmed Saeed Bin Mohamed Al Raqabani	Member	Chairman of the Board of Directors of Fujairah Building Industries
Hon. Prof. Ghassan Al-Qaimari	Member	University Chancellor
Executive Committee	Role	Affiliation (Current Employment and Job Title)
Hon. Prof. Mohamed Ahmed Abdelrahman	Chair	Al Wasl University Chancellor
Hon. Dr. Khaled Mohamed Alhammadi	Vice Chair	General Registrar of the Higher Colleges of Technology
Hon. Abdul Salam Nasr Al-khalaileh	Member	Secretary-General of the Council of Education Care and Academic Affairs - Fujairah
Hon. Mohamed Ali Almula	Member	Vice Chairman of the Board of Directors of Fujairah Charity Association
Hon. Yousuf Rashed Almarshoodi	Member	General Manager of the Fujairah Charity Association
Hon. Safia Saeed Alraqbani	Member	Executive Director of Alef Studios company
Hon. Sendeyah Abdullah Essmahi	Member	Director of Fujairah Educational District
Hon. Dr. Mohammed Abdullah Saeed	Member	Director of Fujairah Medical District
Hon. Prof. Ghassan Al-Qaimari	Member	University Chancellor

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List of Faculty and Conferring Institution

	Faculty Name	Degree	Specialization	Conferring Institution
1.	Prof. Ghassan Al-Qaimari	Ph.D.	Computer Science	Heriot-Watt University, Scotland
2.	Joseph Lutta	Ph.D.	Human Recourse Development	Louisiana State University , USA
3.	Abhijit Sharad Kelkar	Ph.D.	Forensic Accounting and Investigative Audits	Rashtrasant Tukadoji Maharaj Nagpur University, India
4.	Priyanka Verma	Ph.D.	Finance and Accounting	University of Liverpool, Great Britain
5.	Mohamed Mallek	Ph.D.	Communication and Media	University of Algiers, Algeria
6.	Abdu Mohamed Dawood	Ph.D.	Mass Communication	Africa International University, Sudan
7.	Maha Mustafa Abdalaziz	Ph.D.	Public Relations And Advertising	The Holy Quran and Islamic Sciences, Sudan
8.	Robain Ahmed Kabha	Ph.D.	Mass Communication	University of West London, Great Britain
9.	Ahmed Mostafa Kamel	Ph.D.	Public Relations And Advertising	Assiut University, Egypt
10.	Mahmmuud Al-Azazmeh	Ph.D.	Arabic language and literature	The University of Jordan, Jordan,
11.	Omraan Abdulrazak	Ph.D.	Arabic language and literature	Mansoura University, Egypt
12.	Iman Fadel Abdrabou	Ph.D.	Special Education	Damascus University, Syria
13.	Sana Mohamed Elneel	Ph.D.	Home Sciences	the University Of Khartoum, Sudan
14.	Enas Khalil I Alquqa	MS	Human Resource	Ajman University, UAE
15.	Haya Hameed Mageed	MS	Private Law	Imam Malik College of Sharia and Law, UAE
16.	Sufian Mohammed Khwaldeh	Ph.D.	Systems & Operations	University of Central Lancashire, UK
17.	Ahmed Ali Khalifa	Ph.D.	Computer Engineering	Virginia Polytechnic Institute and State University, USA
18.	Korhan Cengiz	Ph.D.	Electronics Engineering	Kadir Has University, Turkey
19.	Sangheethaa Sukumaran	Ph.D.	Information and communication Engineering	Anna University, India
20.	Yousef Kamel Qawqzeh	Ph.D.	Systems Engineering	The national University of Malaysia UKM, Malaysia
21.	Corrien Van Belkum	Ph.D.	Education – Nursing Context	Stellenbosch University, South Africa
22.	Jipi Varghese	Ph.D.	Faculty of nursing (Obstetrics and Gynecology Nursing)	Yenepoya University, India
23.	Jobby George	Ph.D.	Faculty of Allied Health and Basics Sciences	Yenepoya University, India
24.	Rock Parreno Cordero	MS	Science In Nursing	Saint Paul University, Philippines
25.	Jake Binag Canapi	Ph.D.	Science Teaching	Cagayan State University, Philippines
26.	Huda Abed-Alhakim Anshasi	Ph.D.	Nursing	The University of Jordan, Jordan
27.	Samia Khan Alam	MS	Science In Nursing	University of Lahore, Pakistan
28.	Mohammad Abdel Qader M. Al-Ma'ani	Ph.D.	Nursing/ psychiatric and mental health nursing	University of Jordan, Jordan
29.	Hala Ibrahim Rezk	Ph.D.	Islamic Studies: Jurisprudence and its principles	Ain Shams University, Egypt

30.	Hussein Alfrijiat	Ph.D.	Psychology - Learning & Education	Amman University , Jordan
31.	Sadhiya Saleem	MS	English Language and Literature	University of Calicut, India

Preface

This catalog is prepared for the purpose of students' understanding on the programs, methods of teaching, technology alignment in lecturing, course descriptions, faculty information and University contact details. The Catalog is comprised on five (5) main sections, namely:

- The **first section** is an introduction of the University and its governance;
- The **second section** is based on the University's policies and procedures;
- The **third section** describes the UOF's services for students;
- The **fourth section** elaborates about the UOFs teaching methodology and IT integration; and
- The **fifth section** is pertinent to activities of academic units and the programs' descriptions.

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Students' Academic Calendar 2022-2023

First (Fall) Semester 2022-2023		
Day	Date	Events
Monday - Friday	July 18 – 22, 2022	Early Registration for First (Fall) Semester Academic Year 2022-2023
Monday - Friday	Aug 22 - 26, 2022	Registration Period for the First (Fall) Semester Academic Year 2022-2023
Monday	Aug 22, 2022	English Placement Tests
Wednesday - Thursday	Aug 24 - 25, 2022	Completion Examinations for Incomplete Grades for the Previous Semester
Monday	Aug 29, 2022	Classes Begin
Monday - Friday	Aug 29 - Sep 2, 2022	Add – Drop Period
		Late Registration Period (late registration fees apply) (500) AED
Thursday	Sep 01, 2022	Orientation Program: New Students Orientation, Institutional and Program Level
Monday - Friday	Oct 10 - 14, 2022	Mid Term Examinations Period
Friday	Nov 18, 2022	Last day for Withdrawal from Courses (with “W” grade and without fees refund)
Tuesday - Friday	Nov 22 - 25, 2022	Early Registration Period for Second (Spring) Semester, 2022-2023
Wednesday - Saturday	Dec 14 - 24, 2022	Final Examinations Period
Saturday	Dec 24, 2022	Last day to apply for completion of “Incomplete” Grade
		Examiners Meeting
Monday	Dec 26, 2022	Deadline for Final Grades Submission
		Announcement of Final Grades
Sunday - Sunday	Dec 25, 2022 - Jan 8, 2023	First (Fall) Semester Break for Students
Thursday	Dec 29, 2022	Last Day for Grade Appeal

Second (Spring) Semester 2022-2023		
Day	Date	Events
Monday -Friday	Jan 02 - 06, 2023	Registration Period for the Second (Spring) Semester Academic Year, 2022-2023
Wednesday - Thursday	Jan 4 - 5 2023	Completion Examinations for Incomplete Grades for the Previous Semester
Monday	Jan 9, 2023	Convocation Program: New Students Orientation, Institutional and Program Level
Monday	Jan 9, 2023	Classes Begin
Monday - Friday	Jan 9 - 13, 2023	Add - Drop Period
		Late Registration Period (late registration fees apply) (500) AED
Monday - Friday	Feb 27 - Mar 3, 2023	Mid Term Examinations Period
Monday - Friday	Mar 27 - Apr 7, 2023	Second (Spring) Semester Break for Students
Thursday	Apr 13, 2023	Last day for Withdrawal from Courses (with "W" grade without fees refund)
Monday - Friday	Apr 17 - 21, 2023	Early Registration Period for Summer Semester 2022-2023
Saturday - Wednesday	May 6 - May 17, 2023	Final Examinations Period
Thursday	May 18, 2023	Last day to apply for "Incomplete" grade
		Examiner's Meeting
Monday - Friday	May 15 - 19, 2023	Registration Period for the Summer Semester Academic Year 2022-2023
Friday	May 19, 2023	Deadline for Final Grades submission
		Announcement of Final Grades
Monday	May 22, 2023	Last Day for Grade Appeal
Wednesday - Thursday	May 24 - 25, 2023	Completion Examinations for Incomplete Grades for the Second (Spring) Semester

Summer Semester 2022-2023		
Day	Date	Events
Monday	May 22, 2023	Classes Begin
Monday - Wednesday	May 22 - 24, 2023	Add - Drop Period
		Late Registration Period (late registration fees apply) (500) AED
Monday - Thursday	Jun 12 - 15, 2023	Mid Term Examinations Period
Thursday	Jun 22, 2023	Last day for Withdrawal from Courses (with “W” grade without fees refund)
Wednesday - Saturday	Jun 28 - Jul 01, 2023	Final Examinations Period
Monday	Jul 03, 2023	Examiner’s Meeting , Last day to apply for “Incomplete” grade
		Deadline for Final Grades submission
		Announcement of Final Grades
Thursday	Jul 06, 2023	Last Day for Grade Appeal

Religious and Public holidays	
Islamic New Year	Sat 30 Jul, 2022
Prophet’s Birthday	Sat 08 Oct, 2022
Martyr’s Day	Thu 01 Dec, 2022
National Day	Fri 02 – Sat 03 Dec, 2022
New Year	Sun 01 Jan, 2023
Eid Al-Fitr 29 Ramadan	03 Shawwal
Eid Al- Adha	09 – 12 Dhu al-Hijjah

Religious Holidays are subject to confirmation



جامعة الفجيرة
UNIVERSITY OF FUJAIRAH

Overview of the **University**

Introduction

The University of Fujairah (UOF), formerly Fujairah College (FC) located at Fujairah, United Arab Emirates, is a city-government and non-profit educational institution formally established in 2006 by the then Fujairah Welfare Association (FWA), now Fujairah Charity, under the advocacy of the Honorable Saeed Bin Muhammad Al-Raqabani, Chairman of the Board of Trustees (BOT) and the former Minister of Agriculture of UAE. The institution received its license to operate as a higher education institution from the Ministry of Higher Education and Scientific Research (MOHESR) on April 1, 2006. On June 1, 2016, the institution was converted into a University status.

On August 16, 2006, the institution received its status as an accredited academic institution from the Commission for Academic Accreditation, Ministry of Higher Education and Scientific Research (CAA-MOHESR) to offer the first two Associate of Arts (AA) degrees or two-year diploma in Business Administration and Information Technology, effective September 1, 2006.

Aware of its responsibility to contribute to the intellectual, economic, and social development of the community, UOF has engineered and endeavored to pen the next ladder of the AA degrees or the two-year diploma curricular programs to Bachelor of Arts in Business Administration (BBA), and Bachelor of Information Technology (BIT). The BBA (General and concentration in Human Resource Management) has been approved for initial accreditation effective June 1, 2010. While, the BIT (with concentrations in Networking and Security; and, Internet and e-Commerce) has been approved for initial accreditation effective September 1, 2010. On April 28, 2013, a new concentration in Banking and Finance has added to the BBA program.

In addition, two academic programs have been initially accredited by the CAA effective August 1, 2013. These are Bachelor of Mass Communication and Public Relations (BMCPR) and Diploma in Public Relations: The BMCPR has four (4) concentrations in Journalism, Digital Media, Advertising, and Public Relation. Additionally, the Bachelor in Arts and Arabic Literature (BALL) has been initially accredited effective August 1, 2014. And, the Master of Business Administration (MBA) has been initially accredited effective September 18, 2016. Moreover, the Bachelor of Science in Nursing (BSN) has been initially accredited effective February 17, 2021.

With the continuous quality improvement undertaken by UOF, the CAA has approved the Renewal of Program Accreditation (RPA) of BBA (General, Human Resource Management, Banking and Finance) and BIT (Networking and Security) on January 29, 2020. And, the Bachelor of Mass Communication (BMC) in Public Relation received its RPA on July 19, 2020. The RPA of other academic programs awaits the maturity of their initial program accreditation before their RPA application and approval.

As championed by the Hon. Saeed Bin Muhammad Al-Raqabani, the commitment of the University to render outreach programs to enrich the knowledge and skills of the community was heralded in the Emirate of Fujairah and nearby Emirates through the establishment of the Center for Continuing Education and Executive Development (CCEED) in 2007 which has been renamed to Center for Continuing Education and Consulatncy Services (CCECS). The framework of learning development and core training areas of CCECS are systematically linked to the banner core course concentrations of the BBA, BIT, BMC, BALL, BSN, and General Education programs particularly English Communication, and are focused, but not limited to, the Supervisory and Leadership Development Program; Business and Management Development Program; HRM Program; Banking and Finance Development Program; Information Technology Development Program; Networking and Security Development Program; Mass Communication Development Program; Public Relation Development Program, English Language Development Program, and the Nursing Care Development Program. Recognizing the Emiratization program of the UAE federal government, the CCECS had administered the first Information Technology development training programs and examinations on the International Computer Driving License (ICDL) in Fujairah, UAE and, it has designed and delivered the first series of the courses in supervisory and leadership development training programs and successfully administered to more than 300 recipients of the training scholarship and the City government of Fujairah, through FWA. The University continuously renders outreach-training programs to various individuals, private and public organizations in Fujairah and beyond.

As a part of community engagement responsibilities, the CCECS provided 10 free seminars in 2021 to the government departments, privet organizations and to the public. The attendances reach more than 700 participants. These free seminars and courses will be provided every year to the community to develop human beings' skills.

CCECS Foundation English Levels is a diagnostic tool designed to test and evaluate English language ability in listening, reading and speaking for learners. After the evaluation the candidate start the course to develop his/her 4 English skills. We also prepare the candidates to join the IELTS, TOEFL and EmSAT tests to increase the candidate chance of getting the score he/she need. The CCECS is an official IELTS & TOEFL test center.

UOF has been regularly pursuing a rigorous Continuous Process Improvement (CPI), in terms of implementing and evaluating interventions programs in the design, execution, and enhancement of curricular programs, and other elements of academic, administrative, and institutional research affairs that strengthen UOF's visibility and reputation in the United Arab Emirates and the Middle East region.

Vision Statement

The UOF is a leading higher education institution in academic excellence that provides quality applied education, builds skills that set well-rounded graduates up for success, and be prepared for the disruption of the digital workplace in the UAE and the global world.

Mission Statement

UOF will:

1. Provide **quality applied multi-disciplinary educational programs** for both working and non-working students in the Fujairah, other Emirates, the GCC countries, and the neighboring regions.
2. Provide learning opportunities for all students with the most appropriate learning technologies which **build analytical, communication, and constructive thinking skills that set well-rounded graduates up for success.**
3. **Build competent innovators and business leaders who are prepared for the disruption of the digital workplace in the UAE** toward enhancing investment and employment opportunities in Fujairah and other Emirates.
4. Establish **innovative and productive engagement mechanisms** with the government institutions, civic organizations, and business-industry-employers of graduates
5. Foster applied research to effectively contribute to the socio-economic conditions of the local and national communities.

Strategic Goals

UOF will strive to:

1. Maximize the Use of Technology.
2. Extend Education Excellence.
3. Enhance Community Engagement.
4. Foster Interactive and Successful Research Community.
5. Enhance Campus Culture for Service Excellence.

Strategic Objectives

UOF shall strive to:

Goals	Objectives
Goal 1	1. Conversion of Existing IT System into Higher Education perspective IT Cloud Ecosystem.
	2. Build IT Infrastructure according to ANKABUT prescription.
	3. Establish a well-structured Smart Learning Platform for Online Learning Program.
	4. Enhance the professional qualification of faculty, students, and staff in operationalizing the Smart Moodle Learning Management System (SM-LMS).
Goal 2	5. Update existing academic programs to comply with the requirements of the QF-Emirates, Initial Program Accreditation (IPA), and Renewal of Program Accreditation (RPA) of all existing academic programs and other requirements of CAA such as International Accreditation of academic programs.
	6. Initiate new graduate and undergraduate academic programs that help accumulate knowledge and skills necessary for innovation and entrepreneurship for fostering investment and employment in the region and the UAE.
Goal 3	7. Strengthen institutional community engagement.
	8. Enhance employer's engagement and community relations.
Goal 4	9. Develop areas of applied research that foster innovation and entrepreneurship and contribute to investment and employment in Fujairah and the UAE.
	10. Improve the university's research performance by national and international standards.
Goal 5	11. Improve campus governance.
	12. Identify, create, and establish Innovation and Development Projects.
	13. Enhance cooperation and communication.
	14. Increase the efficiency of campus operations.
	15. Enhance library services to effectively support teaching, learning, and research.
	16. Increase the quality and size of faculty and staff in all administrative and academic areas and develop ways to enable them to be highly productive in their core academic

	activities (teaching, research, and community engagement) and administrative task.
	17. Elevate administrative and students support services.
	18. Monitor and evaluate the implementation and all functions of academic and administrative, students and other support services.
	19. Performance review of strategic plans.
	20. Annual strategic planning.

Core Values

UOF shall subscribe to the following IRICE core values:

Innovation. Create and implement sophisticated support programs necessary for building up competencies of graduates and impacts socio-economic and cultural developments of the community.

Responsibility. Advance academic, administrative, and support services relevant to developing academic and professional careers of students.

Integrity. Establish superior faculty and staff members grounded with a strong philosophy in teaching and learning and deliver outstanding academic programs.

Collaboration. Uphold mutual linkage with various local and international industries and universities to further train students and faculty in any form of exchange programs, instructions, research, and community engagement.

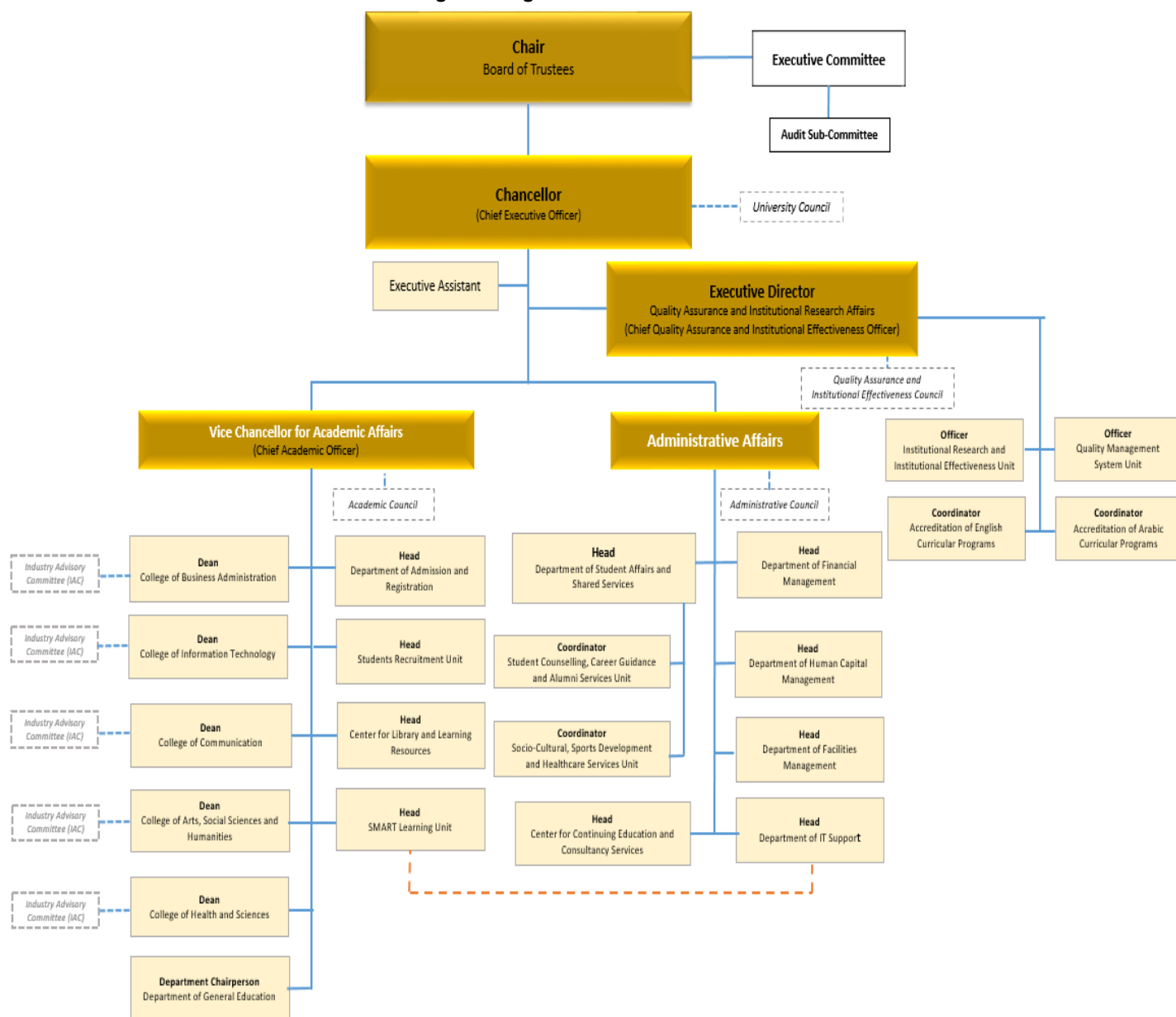
Excellence. Adoptive to quality standards at all times and advance competencies of graduates to excel in their respective academic fields.

University of Fujairah (UOF), located in the emirate of Fujairah is officially licensed from 01, April, 2006 to 31, May, 2021 by the Ministry of Education of the United Arab Emirates to award degrees/ qualifications in higher education.”

Organization and Management

Figure 1 shows the Organizational Structure (OS) of the UOF. The OS of UOF has 3-tier Affairs—Academic Affairs (AcA), Administrative Affairs (AdA), and Quality Assurance and Institutional Research Affairs (QA-IRA). Each University affair has corresponding shared functions complementing the other affairs toward the achievement of its Vision, Mission, Goals, and Objectives (VMGO).

Figure 1. Organizational Structure



A. Academic Affairs

The Academic Affairs is being led by the Chief Academic Officer (CAO) or the Vice Chancellor for Academic Affairs. The following are the academic units:

- College of Business Administration
- College of Information Technology
- College of Communication
- College of Arts, Social Sciences and Humanities
- College of Health Sciences
- Department of General Education
- Student Recruitment Unit
- Department of Admission and Registration
- Center for Library and Learning Resources
- SMART Learning Unit

B. Administrative Affairs

The following are the administrative units/departments/center under this affairs:

- Department of Student Affairs and Shared Services
 - Student Counselling, Career Guidance and Alumni Services Unit
 - Socio Cultural, Sports Development and Healthcare Services Unit
- Center for Continuing Education and Consultancy Services
- Department of Financial Management
- Department of Human Capital Management
- Department of Facilities Management
- Department of IT Support

C. Quality Assurance and Institutional Research Affairs

The Quality Assurance and Institutional Research Affairs (QA-IRA) is being led by the Chief Quality Assurance and Institutional Effectiveness Officer (CQA-IEO) or the Executive Director for QA-IRA. The following are the two functional units:

- Institutional Research and Institutional Effectiveness Unit
- Quality Management System Unit

Accreditations

National Accreditations

All UOF's programs are fully accredited and recognized by CAA at Ministry of Education, UAE. UOF has also signed numerous MOUs with reputable Global Accreditation councils for all programs. Programs accredited with the Ministry of Education, UAE are presented in the table below.

Academic Programs	Initial Program Accreditation	Renewal of Program Accreditation	Accreditation Validity End Date
Bachelor of Business Administration	June 1, 2010	January 29, 2020	December 22, 2022
Associate of Arts in Business Administration	September 1, 2006	January 29, 2020	December 22, 2022
Bachelor of Information Technology	September 1, 2010	January 29, 2020	December 22, 2022
Associate of Arts in Information Technology	September 1, 2006	January 29, 2020	December 22, 2022
Bachelor of Mass Communication in Public Relations	August 1, 2013	July 19, 2020	February 01, 2024
Diploma in Public Relation	August 1, 2013	July 19, 2020	February 01, 2024
Bachelor in Arabic Language and Literature	August 1, 2014	July 19, 2020	June 30, 2025
Bachelor of Arts in Family Sciences major in Human Rights	August 8, 2022	June 15, 2025	June 15, 2025
Bachelor of Arts in Family Sciences major in Social Services Management	August 8, 2022	June 15, 2025	June 15, 2025
Bachelor of Arts in Family Sciences major in Social Counselling	August 8, 2022	June 15, 2025	June 15, 2025
Diploma in Family Sciences	August 8, 2022	June 15, 2025	June 15, 2025
Bachelor of Science In Nursing	February 17, 2021	June 15, 2024	June 15, 2024

International Accreditations

Three programs are in progress to become internationally accredited and are presented in the table below.

Academic Programs and Accreditation Agency	Status
Bachelor of Business Administration: Accreditation Council for Business Schools and Programs (ACBSP)	In progress
Bachelor of Information Technology: Accreditation Board for Engineering and Technology (ABET)	In progress
Bachelor of Mass Communication in Public Relation: Agency for Quality Assurance through Accreditation of Study Program (AQAS)	In progress

Cooperative Relationship

UOF has mutual engagement with the following institutions:

1. University of Louisville, USA
2. School of Business and Public Administration, California State University-Bakersfield, USA
3. University of Dubai
4. Al Maktoum College of Higher Education, UK
5. M. Kozybayev North Kazakhstan State University
6. Hamdan bin Mohammed e-University



جامعة الفجيرة
UNIVERSITY OF FUJAIRAH

Academic Policies & Procedures

Policy on Admission for Undergraduate Programs (PAUP)

A. General Admission Requirements

Applicant's eligibility for admission to the undergraduate academic program shall have one of the following recognized General School Certificate (GSC) and shall meet the minimum overall GSC average prescribed for the academic program applied and a score in EmSAT-English and EmSAT Arabic examinations or its equivalent set by the Commission for Academic Accreditation (CAA).

1. The Original UAE Secondary School Certificate or the equivalent approved by the Commission for Academic Accreditation and the Ministry of Education in the UAE.
2. A holder of a British system certificate is eligible for admission if he/she:
 - a. provides evidence that he/she completed at least 11 (eleven) years of schooling;
 - b. provides evidence that he/she has passed (7) seven subjects at the ordinary level of IGCSE or GCSE, with a minimum grade of C in each subject. If a subject is taken at the AS Level or A Level the required minimum score is reduced to D and E; and the seven subjects cover the following four areas: Mathematics, Science, English Language, and Humanities or Arts.
3. A holder of the American High School Diploma (AHSD) is eligible for admission if he/she provides evidence of completing a minimum of 6 (six) subjects covering the following fields: Mathematics, Languages, Sciences, Social Studies, and Humanities. The minimum required Accumulated Grade Point Average (AGPA) is 2 on a scale of 4.
4. Applicants who are holders of a non-UAE High School Certificate obtained abroad, are processed following decrees No. 200/2004 and 312 /2004 of His Excellency the Minister of Higher Education & Research, UAE as follows: In general, holders of the National High School Certificate of a foreign country are eligible for admission if:
 - a. The certificate is considered for admissions in public universities of the country where it was delivered,
 - b. The certificate was obtained after at least 11 years of schooling,

- c. The certificate includes at least six (6) subjects covering the four areas: Mathematics, Sciences, Languages, and Social Sciences & Humanities or Arts.
- d. Holders of High School Certificates from countries having two-levels High School Certificates must submit the certificate of the higher level.
- e. Applicants are required to submit a certificate of equivalency for their High School Certificates from the UAE Ministry of Education.

5. The University shall admit students from other multi-cultural communities with a diverse range of entry qualifications to the undergraduate programs, such as:
 - a) British National Curriculum (GCSE): 3 subjects at A-Levels with grades "C" or above along with at least 5 subjects at O-Levels.
 - b) Indian Secondary School Certificate issued by the CBSE/ISC boards may be considered, with a minimum grade of 55% over-all.
 - c) International Baccalaureate: Completion of IB Diploma with 24 points over-all.
6. Students who earned an Associate of Arts degree from UOF, or an equivalent degree from an accredited institution, with a minimum CGPA of 2.0/4.0 shall be admitted into the third year of a Bachelor's degree provided that they have fulfilled the requirements for the regular admission.

B. Criteria for Specific Secondary Program-Stream

1. Elite or Advanced Stream

An applicant under the Elite stream or Advanced stream shall fulfill the following criteria:

- a. Minimum GSC average of 60% for non-nursing and non-business administration programs.
- b. Have scores for EmSAT-English language and EmSAT-Arabic language.
- c. Minimum EmSAT-English language score of 1100 or its equivalent for programs taught in English as prescribed by the CAA.
- d. Minimum EmSAT-English language score of 950 or its equivalent for programs taught in Arabic as prescribed by the CAA.

- e. Minimum EmSAT-Arabic Language score of 1000 for programs taught in Arabic or its equivalent as prescribed by the CAA.

2. General stream

An applicant under General Stream shall fulfill the following criteria:

- a. Minimum GSC average of 60% for non-nursing and non-business administration programs.
- b. Have scores for EmSAT-English and EmSAT-Arabic.
- c. Minimum EmSAT-English language score of 1100 or its equivalent for programs taught in English.
- d. Minimum EmSAT-English language score of 950 or equivalent for programs taught in Arabic.
- e. Minimum EmSAT-Arabic Language score of 1000 for programs taught in Arabic.

3. Elite or Advanced or General

An applicant for the **Bachelor of Science in Nursing** program whose GSC is under Elite or Advance or General Stream shall fulfill the following criteria:

- a. Minimum GSC average of 65% for Elite stream or 70% for Advanced stream or 80% for General stream, or equivalent in Standardized International Systems is required
- b. Minimum EmSAT-English language score of 1100 or its equivalent prescribed by the CAA.
- c. Minimum EmSAT-Arabic Language score of 600. Alternatively, the international students can register for a non-credited Basic Arabic Language course at the UOF.
- d. Minimum EmSAT-Mathematics score of 700 or equivalent.
- e. Minimum EmSAT score of 700 in two of three science subjects (Chemistry, Biology or Physics).
- f. In the case that EmSAT scores in Mathematics and two science subjects are not available, a candidate shall sit for an equivalent placement test designed by the Departments of Nursing which includes Mathematics, Chemistry, Biology, and Physics.
- g. Passing a personal interview set by the Department of Nursing.
- h. Conditional admission can be allowed for not achieving the EmSAT-Arabic Language score but not for EmSAT-English Language,

Mathematics and science subjects (or equivalent admission test in these subjects).

4. Elite or Advanced or General

An applicant for the **Bachelor of Business Administration** program whose GSC is under Elite or Advance or General Stream shall fulfill the following criteria:

- a. Minimum GSC average 70% for Elite stream or Advanced stream, and 75% for General Stream.
- b. Minimum EmSAT-English language score of 1100 or its equivalent prescribed by the CAA.
- a. Minimum EmSAT-Arabic language score of 600 for Arabic Language. Alternatively, international students can register for a non-credited Basic Arabic Language course.
- b. Minimum EmSAT-Mathematics score of 600 or equivalent.
- c. Pass the personal interview set by the college of business.
- d. Conditional admission can be allowed for not achieving the EmSAT-Arabic Language score but not for EmSAT-English Language.

C. Conditional Admission

- a. A student who meets the admission criteria but lacks the necessary documentation such as an English equivalent score on a standardized test approved by the CAA-MOE may be admitted on a conditional basis for two (2) regular semesters.
- b. During the student's conditional admission status, the student may enroll in no more than **12 credit hours** from the list of General Education core courses of the academic program to contribute towards an undergraduate degree
- c. The student may enroll in the Intensive English Programs I and II, a non-credit remedial course to prepare the student for any form of English Test approved by the CAA.
- d. However, if the student can submit an appropriate English Test score approved by the CAA during the semester, he shall be then fully admitted for the next semester and can enroll in the corresponding credit-bearing courses of the program he has been fully admitted for.
- e.

- f. The DAR shall notify the student, under conditional admission, to submit the necessary documents on or before the end of the two (2) semesters. Failure to supply the missing documents by the end of the first semester will result in the administrative dismissal of the student.

D. Application for Admission

Prospective students are required to apply and fill the Admission Form. The admission form can be downloaded from the University's website or directly from the Office of Admission and Registration. They can apply by mail, in person, or on-line. The application must be accompanied by the admission fee, which is non-refundable, and all the documentation mentioned in the form. Students not meeting the deadline will be required to wait until the next semester when new students are admitted.

E. Admission Decision and Notification

Decisions on admission will be made by the DAR. All prospective students will be notified by mail/e-mail of their admission status within two weeks from the time they apply.

F. Testing and Placement of New Students

All new students are expected to attend the orientation session held during the week before the beginning of the semester. Students who have not attained the necessary score on one of the English Placement Tests will be assigned to the Intensive English Program and must complete that program before beginning an Associate of Arts or a Bachelor degree program.

G. Admission and Credit Transfer

Students who have completed collegiate work at recognized Higher Education Institutions (HEIs) and programs with an overall grade point average of 2.0 or higher may apply for admission to the University of Fujairah (UOF) and may also apply to transfer some of that approved credits to UOF. In addition, potential transfer students must meet all of the requirements for regular admission stated above.

Whether or not the courses were taken elsewhere are transferable is an administrative decision made by UOF. Factors that enter into the decision include the

requirements for the course, the degree of similarity between the course taken elsewhere and a course offered at UOF, including the student learning outcomes of that course, the students' major, and the grade received. Under no conditions shall credit be given for courses in which a grade of less than "C" was earned. Under no circumstances shall credit be given for experiential learning, training provided by non-collegiate institutions, professional certification, continuing and professional development, or for outreach or service educational programs of study undertaken on a non-credit basis. Courses for which transfer credit is given shall not transfer as grades but only as courses completed. Up to 50% of the CH required for a University of Fujairah degree may be taken elsewhere.

In order to have the course work assessed for potential transfer, the student must provide detailed course descriptions, course syllabi, and official transcripts to the DAR at the time of application for admission. The DAR shall inform the student, in writing, what course work has been accepted towards the requirements for the University of Fujairah degree at the time of the positive notification of admission to UOF. Students who have been given credits for a course taken elsewhere in substitution for UOF course may not take that course at UOF for credit.

H. Inter-Program Transfer Credit

For the inter-program transfer credit, the following conditions are applied:

- For students who are still studying and wish to change their major from one program to another the following policies will apply:
 - a. If their CGPA is 2.0 or above, all courses will be accredited for them with their grades and with no change in their ID numbers.
 - b. If their CGPA is less than 2.0, the courses with C grades or above will be accredited for them with their grades and with no change in their ID numbers.
- If students had withdrawn from any program and have applied for re-admission into another program, they can be re-admitted as new students with new ID numbers and courses with C grades or above will be credited for them and Transfer credit (TC) will appear on their transcript.

A.1 Application Fee

The application fee for admission for undergraduate programs or the Intensive English Program and other classification of fee is presented in the below table list of fees. This is a one-time fee. Students who are placed in the Intensive English Program will not be charged an additional admission fee to enroll in university degree programs if they do so within one semester after they successfully complete the Intensive English Program.

- The credit hour fee is subject to ten (10) percent annual increment.
- The application fee must accompany the application form, and it is nonrefundable.

A.2 List of Fees

#	ITEM - Fees البند - الرسوم	Amount(AED) المبلغ	REMARKS ملاحظات
1	Admission File Fees رسوم القبول وفتح ملف جديد	1,500	One time non-refundable
2	Semester Registration Fees رسوم التسجيل الفصلية	1,000	Regular semesters (First & Second)
		500	Short semesters (Summer)
3	Credit Hour Fees رسوم الساعات الدراسية المعتمدة	850	Per credit hour subject to 10% annual increment for Arabic Language and Literature Program
	Credit Hour Fees رسوم الساعات الدراسية المعتمدة	935	Per credit hour subject to 10% annual increment for: Business Administration Program: Information Technology Program: Mass Communication: and, Public Relation Programs
	Credit Hour Fees رسوم الساعات الدراسية المعتمدة	1000	Per credit hour subject to 10% annual increment for: Family Sciences Programs
	Credit Hour Fees رسوم الساعات الدراسية المعتمدة	1100	Per credit hour subject to 10% annual increment for Nursing Program
4	English Level Course Fees رسوم مساق اللغة الإنجليزية المكثف	5,000	
5	Graduation Fees (Certificate -Transcript - Letter of Completion) رسوم التخرج (الشهادة الجامعية – كشف العلامات – إفادة)	1,000	One time at graduation
6	Graduation Certificate Fees (Replacement) رسوم الشهادة الجامعية (بدل فاقد)	200	Original
7	Official Transcript Fees رسوم كشف العلامات	100	Original
8	Student Visa Deposit تأمين مسترد لإقامة الطالب	2,000	Deposit (refundable when visa cancelled)
		200	Service fee
9	Locker رسوم إيجار خزانة	50	Per semester
10	Late Registration Penalty رسوم التسجيل المتأخر	500	According to the Academic calendar

11	Cheque Return Fees رسوم الشيك الراجع من البنك	200	
12	To Whom it May Concern Letter (Finance) رسالة لمن يهمله الأمر (مالية)	50	

A.3 Tuition Refund Policy

Students who withdraw from classes during the semester are eligible to receive a refund as follows:

1. After registration and during the first week of instruction: A reimbursement of 100% of tuition fees.
2. During the second week of instruction: A reimbursement of 75% of tuition fees.
3. During the fourth week of instruction: A reimbursement of 50% of tuition fees.
4. During the seventh week of instruction: A reimbursement of 25% of tuition fees.
5. After the end of the seventh week of instruction, there will be no refund of tuition fees.

Note that only tuition fees are covered under the refund policy. All other fees are non-refundable.

A.4 Financial Aid

Scholarships may be available from private and organizations to qualified students. Information and applications are available from the Department of Students Affairs and Shared Services. All scholarships that are awarded to UOF students are given by the Fujairah Charity Association

Policy on Transfer Admission and Transfer of Credit Hours (PTA-TCH)

A. Admission of a Transfer-Student

A student who have completed course work of a program that is recorded in the National Register of Licensed Higher Education Institution (HEI)), or an academic institution in the UAE approved by the Commission for Academic Accreditation (CAA), or a recognized HEI located outside the UAE, may apply for Transfer Admission at UOF provided that the prospective transfer-student meet the following prescribed minimum requirements for admission:

1. Good Academic Standing: The prospective transfer-student demonstrate a good academic standing:
 - 1.1 Undergraduate Program:
 - A minimum Cumulative General Point Average (CGPA) of 2.0 on a 4.0 scale, or equivalent
 - CGPA is based on the assessment system used in the HEI where they initially enrolled; and
 - CGPA is supported by certified academic Transcript of Records (TOR) or other document-evidence.
 - 1.2 Graduate Program:
 - A minimum of CGPA of 3.0 scale; or equivalent;
 - CGPA is based on the assessment system used in the HEI where they initially enrolled; and
 - CGPA is duly supported by certified academic Transcript of Records (TOR) or other document-evidence.
2. English Proficiency: Meet the minimum English requirement (EmSAT, TOEFL, IELTS or other certification approved by the CAA) for full admission before they start their study in the program they transfer to at UOF as described in the Policy on Transfer Admission and Transfer of Credit Hours.
 - f. Minimum EmSAT-English score of 1100 or its equivalent for programs taught in English as prescribed by the CAA.
 - g. Minimum EmSAT-English score of 950 or its equivalent for programs taught in Arabic as prescribed by the CAA.
3. Not Good Academic Standing:
 - 3.1 Students who are not in good academic standing is allowed to transfer only to a program in a field

distinctly different from the one from which the student is transferring.

- 3.2 Provide the UOF with a letter from transferring HEI with a reason for not-good academic standing
- 3.3 Provide UOF with a declaration of ethical and professional conduct from the transferring HEI

B. Crediting of Courses/Subjects earned from other HEIs

1. Whether or not the courses taken elsewhere are transferable is an administrative decision made by UOF.
2. The *Committee on Transfer Admission and Transfer Credit Hours (CTA-TCH)* for each academic program, chaired by the Dean or Head of the Academic Program, shall determine equivalency of a course in terms of degree of similarity that match a minimum of 80% of the UOF's course regarding the following indicators:
 - Courses description;
 - Course learning outcomes (CLOs);
 - Course content;
 - Number of credit hours (CH);
 - contact hours and number of delivery weeks. If applicable, the course must be part of an internationally accredited program, such as ABET, similar to the UOF's accredited program.
3. In order to have the course work assessed by the CTA-TCH, an applicant-transfer-student shall submit an official academic Transcript of Records (TOR), course syllabi with the corresponding courses descriptions, course learning outcomes, course contents, number of credit hours, contact hours and number of delivery weeks.
4. The DAR shall endorse to the concerned CTA-TCH the application for Transfer Credit Hours of the applicant-transferee-student using the enclosed *DAR FORM 4: Application for Equivalency of Courses for Transfer of Credit Hours*, for appropriate equivalency and transfer credit.
5. Under no conditions or circumstances shall credit be given for courses in which a grade of less than "C" was earned.
6. Transfer Credit Hours may not exceed 50% of the total credit hours of the UOF degree program.
7. Grades obtained from Transferred Credit Hours (TCH) shall not be included in the student's CGPA calculation at UOF.
8. Courses earned within five (5) years from previous HEIs shall only be considered for transfer credit hours.

9. The Head of DAR shall timely notify the student, in writing, how much course credit is granted for transfer based on the resolution and endorsement of the concerned CTA-TCH and as reflected in the *DAR FORM 4: Application for Equivalency of Courses for Transfer of Credit Hours*. The Head of DAR shall retain copies of the notification as a record-file to:
 - a. DAR: Student's Admission File
 - b. College: Faculty-adviser which will be filed to the Advising Records of student

C. Inter-Program Transfer Credit Hours

In terms of inter-program transfer credit hours and as reflected in the Policy on Undergraduate Admission, the University applies the following conditions:

1. Students who are still studying at UOF and wish to change their major from one program to another the following policies will apply:
 - a. If their CGPA is 2.0 or above, all courses will be accredited for them with their grades and with no change in their ID numbers.
 - b. If their CGPA is less than 2.0, the courses with C grade or above will be accredited for them with their grades and with no change in their ID numbers.
2. If students had withdrawn from any program and have applied for re-admission into another program, they can be re-admitted as new students with new ID numbers and courses with C grade or above will be credited for them and Transfer Credit (TC) will appear on their transcript.
3. UOF's graduates who apply to be admitted into any of UOF's new programs, will be granted (TC) for all the transferable credit hours with C grade or above with new ID numbers, provided that these credit hours will not exceed 50% of the required courses in any program. And,
4. Dismissed or suspended students can be re-admitted into different UOF's programs as new students with new ID numbers and their courses with C grade or above will be credited for them and Transfer Credit (TC) will appear on their transcript.

D. Committee on Transfer Admission and Transfer Credit Hours (CTA-TCH)

To observe quality assurance, the Committee on Transfer Admission and Transfer Credit Hours (CTA-TC) shall be established to implement the provision of Standard 6.4.1 (CAA Standard, 2019), and as enunciated on UOF's policies and procedures manual. In this regard, the CTA-TCH shall:

1. Ensure that only students transferring from UAE institutions recorded in the National Register of Licensed HEIs, or other organizations in the UAE approved by the CAA, or recognized institutions of higher learning located outside the UAE, are eligible for transfer admission at UOF.
2. Require all entering transfer students to present valid certification (EmSAT, TOEFL, IELTS or other certification approved by the CAA) demonstrating the required language competency scores for full admission; prior to commencing their study in the program they transfer to at UOF.
3. Ensure that students transferring from other institutions into a program in the same field of study are in good academic standing (for under graduates, a minimum CGPA of 2.0 on a 4.0 scale, or equivalent), based on the teaching, learning and assessment system employed in the organization at which they initially enrolled, demonstrated by certified transcripts or other evidence.
4. Permit external or internal students who are not in good academic standing to transfer only to a program in a field distinctly different from the one from which the student is transferring.
5. Transfer undergraduate program credit hours only for courses relevant to the receiving degree that provide equivalent learning outcomes and in which the student earned a grade of C (2.0 on a 4.0 scale) or better.
6. Accept only transfer-students in good academic standing (a minimum CGPA of 3.0 on a 4.0 scale in graduate level course work, or equivalent) to graduate programs
7. Require the submission of official transcripts showing all post-secondary work attempted at all institutions attended.
8. Require that transfer students meet all of the admission requirements of UOFs programs, and does not allow, under any circumstances, transfer students to be admitted under the provisions stipulated for conditional admission.
9. Treat work taken under an articulation agreement with another institution as transfer credit hours.
10. Limit the number of transfer credit hours which may be applied to a specific undergraduate degree program; the limit may not exceed 50% of the total number of credit hours which are required to complete a degree.
11. Limit transferred credit hours for Master's programs to a maximum of 25% of the total credit hours required for the program (or whichever equivalency measure is used in determining course or program requirements).

12. Transfer graduate program credit hours only for courses relevant to the degree that provide equivalent learning outcomes and in which the student earned a grade of B (3.0 on a 4.0 scale) or better.
13. Does not grant credit hours twice for substantially the same course taken at two different institutions.
14. Does not allow credit hours for graduation projects and theses to be transferred.
15. Through the Head of the DAR and upon the recommendation of the CTA-TCH as reflected in DAR Form 4, provide for timely written notification to the student, prior to admission, of the transferability of credit hours, how much credit hours are granted, and how the accepted credit hours will be applied to the degree program at UOF.

Area of Concentration and Credit Hour

Definition

Area of Concentration is referred to the lists of prescribed concentration courses and the required total credit unit hours of each academic program as approved by the CAA.

A semester **credit hour** is defined by the total number of hours a student must study per week, over duration of one semester to complete the requirements of particular course. This total time includes:

- Time spent in formal class instruction whether in an online or face-to-face.
- Time spent in laboratory, internship, or other scheduled activity (when applicable).
- Time devoted to reading, studying, writing, preparation or problem solving.
- Time spent on directed self-paced learning and asynchronous communication.

A semester credit hour is assigned in the following ratio of component hours per week devoted to the course of study:

- **Formal Class Instruction:** One credit hour is defined as the equivalent of one hour of formal class instruction plus an average of two hours of out of class self-study (preparation for formal class instruction, reading, homework, etc.) for an undergraduate level course and an average of three hours of out of class self-study for a graduate level course per week over a 15-week semester. Formal class instruction occurs under the supervision of faculty members in either an online or traditional face to face setting. Typically, the credit hours for an online course are calculated in a similar way as they would be for a traditional campus course since the outcomes and the

expectation for work is the same with more emphasis placed on the learner's out of class studying.

- **Experimental Laboratory:** One credit hour is usually equivalent to two hours of experimental laboratory. "Experimental laboratory" involves demonstration by instructor and experimentation by learners, with the out-of-class study generally including practice and/or laboratory report writing. "Experimental laboratory" is under the supervision of an instructor.

Each course at University of Fujairah is assigned a specific number of credit hours, normally three credit hours on average. In most cases, credit hours assigned to a particular course are determined according to the number of hours per week that the class meets face to face and/or online. During the course of the semester, a credit hour is equivalent to:

- 15 hours of classroom contact, plus appropriate outside preparation (30 hours) OR
- 30 hours of supervised laboratory work, plus appropriate outside preparation OR
- 45 hours of internship or work-placement as per University guidelines.
- Or a combination of the foregoing.

Length of Semester: 15 weeks of classes, excluding final examination periods.

Credit hour: 1 credit hour = 50 minutes of lecture or recitation per week or 2 or more hours of laboratory per week throughout the semester.

Accelerated Course: Courses offered in sessions less than a traditional 15-week semester. These courses offer the same semester credit hours as traditional semester-length classes. Within the shortened time frame, accelerated courses must meet the minimum contact hour requirements of the lecture format. In the event that courses do not meet the expected contact hour requirements, credit can be awarded for equivalent instructional activities, which can include but are not limited to online videos, online discussions or chats, quizzes and/or examinations, article summaries, case analyses, online group activities, etc.

Policy on Completion Requirements for Academic Programs (PC-RAP)

A. Completion Requirements for Undergraduate Programs

The undergraduate students must complete all mandated courses prescribed by the academic program, as well as other academic activities assigned to their specialized study plan. The Grade

Point Average (GPA) of each undergraduate student must be at least 2.0 out of 4.0.

The following are the minimum requirements for graduation:

1. Successful completion of all courses under the study plan.
2. Achieving a cumulative GPA of 2.00 and above.
3. Utilizing the minimum period of study required for awarding the degree and not exceeding the maximum period. The maximum period of study should not exceed 1.5 times the planned program duration.

4. Successfully completed 100 volunteer hours (25 hours per AY) during his study period at UOF.

5. In addition to the above-mentioned graduation requirements, the student must fulfill any other requirements needed by his/her program of study as stated in the Program Specifications

The following are the completion requirements for undergraduate programs in terms of the number of credit hours:

College	Program	Completion Requirements (Number of Credit Hours)
College of Business Administration	• Bachelor of Business Administration: General	126
	• Bachelor of Business Administration in Human Resource Management	126
	• Bachelor of Business Administration in Banking and Finance	126
	• Associate of Arts in Business Administration	63
College of Information Technology	• Bachelor of Information Technology in Networking and Security	126
	• Associate of Arts in Information Technology	63
College of Communication	• Bachelor of Mass Communications in Public Relations	126
	• Diploma in Public Relations	66
College of Arts, Social Sciences and Humanities	• Bachelor of Arabic Language and Literature	126
	• Bachelor of Arts in Family Science major in Human Rights	126
	• Bachelor of Arts in Family Sciences major in Social Counselling	126
	• Bachelor of Arts in Family Sciences major in Social Services Management	126
	• Diploma in Family Sciences	66
College of Health Sciences	• Bachelor of Science in Nursing	120

B. Procedures for Ensuring and Documenting the Completion of the Graduation Requirements

The following are the process-mechanisms to ensure proper documentation of the graduation requirements:

Roles of the Registrar, Dean, and Faculty Member in Academic Advising

- a. Each student shall be assigned to an Academic Advisor upon his/her enrollment to the academic program during the first semester up to the last semester and until he/she graduates from the academic program to ensure proper guidance of student and adequate documentation of completing his/her academic program. *Student advising plays a vital role in the successful completion of an academic degree, and it is integrated under faculty member's duties. Each faculty member is expected to be an academic advisor to students. His/her role as an academic advisor shall involve guiding the students in their study plans to guarantee they register for the right courses and ensuring that they are well assisted in the pursuit of their academic endeavors at UOF.*
- b. The official list of enrolled students every semester for each program shall be released by the Registrar or Head of the Department of Admission and Registration (DAR) to the Dean on or before the beginning of every semester.
- c. The Program Chairperson or the Dean shall guarantee that the students must have been assigned to an Academic Advisor and shall regularly monitor the implementation of the academic advising system of his/her academic program/department.
- d. The student shall be regularly monitored and assessed by his/her Academic Advisor in terms of complying with the courses enrolled as against the study plan of his/her academic program until the last semester of his/her study plan.
- e. The academic advisor shall maintain and update the individual student records that include:
 - 1) Academic Advising Form;
 - 2) Academic Program and Concentration (e.g. BIT in Networking and Security);
 - 3) Study plan and list of courses based on the curricular program;
 - 4) For transferee-student, the *DAR Form 4: Application for Equalization of Courses for Transfer Credits* showing the completed courses from other Higher Education Institutions (HEIs) and approved equivalent courses at UOF;
 - 5) Course Audit Checklist Form is used to monitor and validate that each course enrolled during the semester is completed according to the study plan. Ensures that student-advisee is monitored in terms of academic performance documented with a copy of grades, repeated courses, Semester GPA, and cumulative GPA to determine and monitor academic standing; and
 - 6) Copy of grades for each semester to be secured from the Department of Admission and Registration (DAR)

Roles of the Dean and Academic Advisor in the Course Completion Pre-Audit at the Program/Department/College Level

- a. Each semester, the Academic Advisor under the guidance and monitoring of the Dean or Program Chair of the academic program shall conduct a Course Completion Audit for each Prospective Graduating Student-advisee. The Prospective Graduating Students (PGS) shall be provided with the appropriate information and guidance in terms of remaining/missed/failed/incomplete courses; and shall ensure that the PGS are enrolled and registered with their remaining courses on or before add/drop period of the final semester to guarantee that they complete all the academic requirements during their final semester.
- b. The Academic Advisor shall prepare and endorse to the Program Chairperson or the Dean the list of PGS who have satisfactorily completed the academic program requirements, together with the *Course Audit Checklist* completion form for validation. The list shall be cross-checked from the records of DAR the list of PGS per academic program as reflected on the Student Information System (SIS) database.

Roles of the Registrar and the Committee on Quality Assurance and Program Effectiveness (CQA-PE) for each Academic Program in the Course Completion Final-Audit at the Program/Department/College Level

- a. In week five of the current semester, the Registrar or the Head of the Department of Admission and Registration (DAR) shall collate the list of PGS per academic program and their corresponding transcript of grades from the Student Information System (SIS) database and ensure that the following details in the transcript of grades-records are correct:
 - 1) Complete name as reflected in the passport.
 - 2) Academic Program and Concentration (if applicable).
 - 3) Courses based on the Academic Program and Study Plan, Credits, Grades, Repeated Courses, Semester GPA, Cumulative GPA, Academic Standing.
- b. The Registrar shall ensure that the entry and exit requirements are properly documented and recorded in the individual admission and registration record of the PGS.
- c. In week six, the Registrar shall forward the list of PGS at the program/department/college level through the Program Chairperson or the Dean.
- d. In week seven and eight.
 - 1) The Program Chairperson or the Dean shall convene the Committee on Quality Assurance and Program Effectiveness (CQA-PE) for the academic program (MBA, BBA, BIT, BMC, BALL, BSN), *with the participation of the Registrar*, to review and validate the reliability of the eligibility for a student-candidate to graduate. Graduation eligibility is based on the academic completion requirements of his/her academic program through a cross-checking of the individual Course Audit Checklist Grades duly endorsed by the Academic Advisors to the Program Chairperson or the Dean versus the transcript of grades-records of PGS forwarded by the Head DAR ensuring that the following details are accurate:
 - a) Complete name as reflected in the passport.
 - b) Academic Program and Concentration.
 - c) Courses based on the Academic Program and Study Plan, Credits, Grades, Repeated Courses, Semester GPA, Cumulative GPA, Academic Standing.

- d) Entry and exit requirements.
- 2) Upon completing the required processes of validity and reliability of PGS documents, the CQA-PE shall finalize the list of graduating students-candidates and shall forward the list of candidates for graduation to the College Council for its resolution.

Roles of Councils and the Governing Board in the Endorsement, Approval, and Confirmation of Academic Degrees

- 1) The College Council shall endorse its resolutions corresponding to the lists of candidates for the different programs to the Academic Council for relevant resolution and appropriate endorsement to the University Council.
- 2) The University Council shall resolve and approve the list of candidates for graduation.
- 3) The University Council shall endorse the list of candidates for graduation to the Executive Committee and its endorsement to the Board of Trustees (BOT).
- 4) The BOT shall resolve and approve the list of candidates for graduation and shall confirm and authorize the granting of respective academic degrees.
- 5) The BOT through the Chancellor shall endorse to the Registrar the master list of confirmed graduates and their respective academic degrees for appropriate processing of the relevant graduation documents and academic credentials.

Double-checking of Academic Records relevant to the Academic Degree Granted

- a. From week eleven till sixteen, the Registrar shall verify further the transcript of grades-records of graduates in terms of completed courses as prescribed in the academic program specification; and the graduation documents' checklists of graduates have complied with the requirements.
- b. At the end of the semester process, the Registrar shall continue to administer the compliance processes and finalize the list of graduates to be conferred with the academic degrees corresponding to the master list of confirmed graduates as approved by the BOT.
- c. Upon conferment and awarding of degrees, changes in the contents of the academic credentials (e.g. grades, the cumulative GPA, and the like) shall not be permitted.
- d. A confirmation Letter of Completion (LOC) of the academic program shall be issued in English and Arabic to the graduate by the Registrar. The LOC and other Academic Credentials shall bear the specimen signature of the Registrar and the Official Seal of the UOF.
- e. The Registrar shall prepare and issue the following set of academic credentials:
 - 1) Official Transcript (Official Transcript of Grade-Records)
 - 2) Academic Diploma Certificate
 - 3) Other relevant documents

Determining and Awarding of Academic Honors

- a. The granting of a degree with honors shall be determined by the CQA-PE of the academic program.
- b. The CQA-PE and the Registrar shall evaluate and determine the graduating student with honors according to their CGPA, as described below:

Grade Point Average	Description of Honor Award
3.75 – 4.00	Distinction with Honors (DH)
3.50 – 3.74	Distinction (D)

- c. The achievement of academic distinction (D and DH) shall be reflected on the Transcript of Grades and Academic Credentials of the graduate.

- d. The graduate with DH shall be awarded separately with a Plaque, a Medal, and a Certificate of Honor based on his/her meritorious academic performance.

Graduation Ceremony Tradition

To observe the University tradition, UOF shall organize an in-house Graduation Ceremony to formally confer the completion of academic degrees to prospective graduates and a Plaque, a Medal, and a Certificate of Honor (separately) award to the deserving graduate whose academic performance is meritorious.

Replacement of Academic Credentials

Graduates must be aware that academic credentials and official transcripts are valuable documents and must be looked after with care. However, the graduate may secure a copy of the credentials with the following conditions:

- a. A graduate may apply to the Registrar for additional copies of the Academic Credential if the original document has been lost or damaged. The said copies shall be issued with a prescribed fee.
- b. Replacement of Credential shall only be issued and bear the name as recorded on the student's original credential.
- c. The Credential shall be replaced only once. After that, a true copy only shall be issued.
- d. The replaced Credential shall bear a statement identifying it to be a **replacement**.
- e. Request for replacement of Credential can be submitted by the student-graduate to the Registrar by paying the prescribed fees.
- f. Replacement Credentials shall be issued by the Registrar once the complete and accurate request is received.

Authenticity of the Official Transcripts and Application for Additional Transcript

- a. A transcript must be received directly from the issuing institution to be considered official and must contain institutional validation in the form of an official stamp, logo, or letterhead, be dated and signed by the Registrar.
- b. To be considered authentic, the transcript must be received directly from the DAR and include the Registrar's signature, date of issue, and identifiable institutional validation.
- c. Official transcripts shall be issued either directly to an external institution or in a sealed envelope to the graduate.
- d. Request for official transcript can be submitted by the student-graduate using the student self-service online or at DAR by paying the prescribed fees.
- e. The DAR shall issue the Official Transcript once the completed and accurate request is received.

Procedure on the Grading System

Course grades shall be based on results of assessment and examinations, projects and homework assignments, class participation and other factors set by the lecturer(s). The syllabus for each course provides a detailed illustration of the basis for grading in each course. Students shall receive a preliminary assessment of his/her academic performance in each course in the middle of each semester and the final grade at the end of each semester.

To pass a course the aggregate score should be 60 or above. However, a course taken at another institution with a passing grade of P or P+ is not transferable. Transferred students will have to repeat the course at the University of Fujairah. The following tables show the grading scales.

Undergraduate Programs

Individual Course Grade	
Percent Grade	Letter Grade
90 – 100	A
85 – 89	B+
80 – 84	B
75 – 79	C+
70 – 74	C
65 – 69	D+
60 – 64	D
Below 60	F

1) Other Grading Codes

Code	Description
INC	Incomplete
W	Withdrawn
WA	Withdrawn Absent
WF	Withdrawn Failed
WP	Withdrawn Passed
FA	Failed Absent
TC	Transfer Credit
IP	In-Progress

Legend:

- **Incomplete (INC).** If a student regularly attends classes but he/she fails to submit assessments or attend examinations, he/she will be given an INC.
- **Withdrawn (W).** Officially dropped/withdrawn from the course.
- **Withdrawn Absent (WA).** A 25 percent absent warning and a student will be administratively dropped/withdrawn from the course and assigned a “WA” grade, which is not calculated into his GPA.
- **Withdrawn Failed (WF).** If the student is failing the course at the time of dropping/withdrawing, he/she will be assigned a grade of WF, which will be calculated as a failing grade.
- **Withdrawn Passed (WP).** If the student is passing the course at the time of dropping/withdrawal, he/she will be assigned a grade of WP.
- **Failed Absent (FA).** If the student stops attending classes without dropping/withdrawing the course, he/she will be given a grade of FA.
- **Transfer Credit (TC).** If the student has withdrawn from any program and have applied for re-admission into another program, he/she can be re-admitted as new students with new ID number and courses with C grade or above shall be credited as Transfer Credit Hours (TC) and will appear on his/her transcript.
- **In Progress (IP).** If the student is currently in progress in developing a capstone research project and integrated paper, he/she will be given IP.

Policy on Make-Up Examination (PMUE)

Students who were unable to attend for a final examination due to justified reasons have the right to appeal for completion or make-up examination. To ensure transparency and fairness, the make-up examinations guidelines, eligibility criteria, and procedures for examination are as shown below.

A. Guidelines

1. A student who is eligible to take the final examination in a course but was not present in the final examination shall not be assigned a grade for the final examination-assessment component, pending review of the case.
2. If the reasons for missing the final examination are verified and justified, an Incomplete (INC) grade shall be recorded, and the student shall be permitted to take a completion or make-up exam for one time, no later than the end of the add-drop period of the subsequent semester.
3. It is the student's responsibility to provide the required documents of the reasons regarding missing the final examination according to the timelines announced by the Department of Admission and Registration (DAR).
4. Courses with an INC grade are not counted in the calculation of the student's CGPA during that semester.
5. If an INC grade is assigned in a course that is the prerequisite for a subsequent course, the student may not be registered in the subsequent course until the INC grade is completed and replaced with a passing grade.
6. No student may graduate with a grade of Incomplete on the academic record.
7. There shall be no further chances arranged for a student who misses the completion or make-up examination, as scheduled.

B. Committee on Students' Final Examination Appeal (CSFEA)

The CSFEA is a University-wide committee and shall take the primary responsibility to assess the merit of the appeal and recommend the respondent-student to be allowed to take the completion or final make-up examination. The decision shall be based, but not limited to criteria as described below.

C. Criteria

The following are the lists of accepted reasons for missing a final examination, given that proper, attested, and supporting documents shall be submitted by the student to the CSFEA:

1. Attested Sick leaves.
2. Death of a first level relative within a week of the examination day.
3. Death of a second-level relative within three days of the examination day.
4. Serve in a national mission or a mission given by UOF.
5. Serious Health-related cases.
6. Students who have arrived late to the examination halls due to various reasons. Approval is granted based on the submitted reasons and the history of their make-up application.
7. Other valid and documented reasons approved by the committee.

D. Appeal Process

1. The student shall apply for an appeal to take for a final make-up examination within the three (3) working days of the missed final examination. The *Application Form for Final Make-up Examination* shall be secured from the Department of Admission and Registration (DAR).
2. The student shall submit to the DAR the accomplished application form together with the duly attested supporting documents.
3. The DAR shall process the student's application and shall endorse it to the CSFEA within three (3) working days of the last final examination.
4. The CSFEA shall make final decisions on all submitted make-up examination appeal cases within five (5) working days of the last final examination.
5. Depending on the reasons and the documentation for each case, the CSFEA shall decide either of the following:
 - a. Grant the student an Incomplete "INC" grade.
 - b. Reject/disapprove the student's application for an appeal to take for a final make-up examination.
6. The DAR shall inform the respondent-student of the appeal regarding the decision of the CSFEA. The approved appeal shall be communicated to the recipient-student about the make-up examination schedule at least one (1) week

before the schedule of the make-up examination.

7. Approved students shall take the final make-up examination as scheduled.
8. The DAR shall change the student's **final examination grade** to "Failed (F)" for the rejected or disapproved appeal cases.

E. Make-up Examinations Schedule

Approved make-up examinations' schedule shall be administered by the DAR with close coordination with Deans in the subsequent fall or spring or summer term. The DAR shall inform the students by email of the date, time, and location of the final make-up examinations. Students shall be responsible for checking their email regarding the details of the final make-up examinations.

F. Make-up Examinations Materials

- The dean and program coordinator, or any faculty nominated by the respective academic head shall be responsible to ensure that the readiness and completeness of the make-up examination materials shall be available to the recipient-student whose application for appeal has approved by the **CSFEA** to sit for the make-up examinations, as scheduled by DAR.
- The dean or program coordinator is responsible to ensure that all concerned faculty members shall submit two (2) sets of the final examinations copies per course. One copy shall be used for the make-up examination.

G. Make-up Examinations Grading

The concerned faculty member shall encode the make-up examination grades at the Students Information System (SIS) within the published timelines, as per the following procedure:

1. A zero grade in the final examination component of the grading sheet shall be recorded if:
 - a. The scheduled make-up examination has not attended and not completed by the student, and the original excuse is not still valid (e.g. a long sick leave);
 - b. The student missed the deadline for applying for makeup examination approval (i.e. has no make-up approval);

- c. The appeal to sit for a makeup examination has been rejected or disapproved by CSFEA.
2. For all make-up cases that are approved by **CSFEA** and are successfully attended by the recipients-students, the concerned faculty member is required to record and encode the appropriate grade of the final examination part and at the **SIS** within the published timelines.
3. The concerned faculty member shall accomplish *DAR Form 9: Application for Completion of Grades* which shall be submitted by the student to DAR and endorse to the faculty member. Upon completing the DAR Form 9 and by affixing the appropriate grade the faculty member shall forward it to DAR for record and quality assurance.

Policy on Work Placement (PWP)

A. Overview

Workplace-based / Industry-related activities are vital to ensure UOF graduates comply with the required employability skills, competencies and attitudes.

This policy describes the processes to ensure that students abide by the UOF Registration guidelines for the required Work Placement (WP) course; students are effectively prepared, managed, monitored, and assessed during WP.

The University of Fujairah (UOF) acknowledge that high quality WP is dependent on effective relationships between key stakeholders, i.e. the UOF, WP provider and the student. Furthermore, the UOF recognizes the diversity of WP providers and WP opportunities across the curriculum of a specific program.

B. Policy Statements and Processes

The UOF shall establish the respective Work Placement (WP) Course(s) for each program to provide students with insight into the industry and workplace. The WP course is a continuation of the curriculum to develop safe employability skill-sets and understand employer expectations. During the WP period the students will develop confidence to become competent, independent and professional employable graduates.

Work Placement (WP) Course Registration

Guidelines

The Registrar's Office has defined *Work Placement Registration Guidelines* for UOF students to adhere to during the Fall, Spring, and Summer Semesters within the framework of the *Policy on Work Placement* (PWP). Taking the *Policy on Student Workload* (PSWL) into consideration, it is required to comply with the following requirements and guidelines:

1. Work Placement Period

- The WP period is a minimum of 16 weeks (480 Actual / Real Hours).
- This WP period must be continuous and uninterrupted, during which the student is subject to follow the WP provider's rules and regulations.
- Bachelor of Science in Nursing (BSN) students' WP period is integrated (not continuous) during the Fall and Spring Semesters to ensure theory-practice integration as required by the CAA Nursing Reform strategy.

2. International WP

International WP is highly encouraged, provided it is in a highly reputable Western Company, and that the cost is externally funded.

3. Mandatory WP Course Registration

Before commencing WP every student must be registered for the WP course.

- During a Fall and Spring Semesters: A regular student can take only 9 Credit Hours of course-workload with a WP course, provided there is no overlap with WP working hours.
- During Summer Semester:
A student may register for a WP course during the Summer Semester under the following conditions:
 - Progress and achievement of learning outcomes are monitored by assigned UOF faculty; and
 - Required WP assessment is done by UOF faculty to determine the student's level of performance of the prescribed skills and competencies.

4. Full-Time Employed Students' Work Placement

- Students employed full-time in their field of study may fulfil only the documentation process as part of WP.

- Students employed full-time outside their field of study should perform a WP in their field of study within their employment organization.
- For a student to be considered a full-time employee, he/she must be employed for more than six (6) months. An Employment Certificate must be submitted with WP course registration for employment to be acknowledged by DAR.
- The WP course registration is done during the Summer Semester after meeting the prerequisites for the course as specified in the UOF Catalogue.
Students who are employed full-time must provide an Employment Certificate that specifies the employment date, period, and field, which must be submitted with the WP course registration

Policy on Volunteer Hours (PVH)

A. Overview

The University of Fujairah (UOF) is committed to the UAE Government's Vision 2021 that encourages Emiratis to be socially responsible and furthermore supports the UAE National Youth Strategy that encourage the youth to exercise their citizenship. Therefore, the UOF mandated a minimum of 100 Volunteer Hours (VH) as a graduation requirement for all enrolled students – 25 VH per Academic Year, will be obtained over the 4-year period of undergraduate studies.

Volunteering describes the activity where a student allocates their time to "do good:" by serving the community without financial gain. Volunteer Provider(s) can be virtually and include events, institutions, social affairs and emergencies.

B. Policy Statements and Processes

The UOF shall establish the compulsory VH as a requirement for graduation for each program and to provide students with insight into serving the community. Volunteering is an extension to the curriculum that provide students the opportunity to exercise their citizenship and contribute their skills-set during volunteer activities. Participating in volunteer activities will foster social responsibility and assist with the

development of students' confidence, professionalism attributes, teamwork abilities and leadership skills.

B1. Department of Student Affairs and Shared Services (DSASS) Responsibilities

DSASS is responsible to coordinate VH activities at the UOF, facilitate the VH processes and ensure that students are efficiently prepared for VH activities. Additionally, DSASS provides a formal channel of communication between the University and the Volunteer Provider. Students will be assisted with:

1. Identify potential Volunteer Provider(s) and volunteer opportunities in a safe environment that are program specific.
2. Obtain written permission for volunteer opportunities from Volunteer Provider(s).
3. Obtaining a volunteer permit for students if it is required by the Volunteer Provider.
4. Obtain volunteer application form(s) from the different Volunteer Providers to assist students to register for volunteering.
5. Notify students and faculty about program specific volunteer opportunities and encourage student to register their interest.
6. Ensure all students are registered for the identified volunteer opportunities before attending any volunteer activities.
7. Determine health and safety risks associated with identified Volunteer Providers.
8. Provide Medical and Liability insurance or required insurance as specified by the Volunteer Provider for students to ensure students efficiently covered before attending volunteer activities;
9. Offer a *Social Responsibility Development Workshop Series* that is compulsory for each student to attend to ensure that UOF students are prepared and supported during their volunteer activities. This workshop series include at least the following topics:
 - a. Communication and relationship skills in diverse environments, including:
 - i. Health Student-Public Relationships;
 - ii. Empathy and Assertiveness;
 - iii. Emotional Intelligence; and
 - iv. Verbal and Non-Verbal Communication.
 - b. Innovative Presentation Skills (verbal and written), including:
 - i. Poster Presentations; and
 - ii. Power Point Presentations.
 - c. Reflective Report Writing Skills (Appreciative Inquiry Model Strategy; 5-D cycle, namely Definition, Discovery, Dream, Design and Destiny/Delivery); and
 - d. Team work and Leadership Skills.
10. Award an attendance certificate to each student after completing of the compulsory *Social Responsibility Development Workshop Series*.
11. Arrange orientation for students with the Volunteer Provided (if applicable) that include:
 - a. Orientation with the equipment or resources to conduct effective volunteering;
 - b. Tasks/duties to perform to ensure that the student is willing, competent and capable to perform the specified tasks/duties;
 - c. Abide with UAE confidentiality bylaws and UAE data and social media data protection legislation. Thus, maintain confidentiality about the Volunteer Entity and personal information about any person involved in the volunteer activity; and
 - d. Highlight health and safety risks associated with the volunteering opportunity.
12. Request electronic proof from the Volunteer Provider after completion of VH that the student successfully completed the volunteering opportunity. This e-document should include the name of the Volunteer Provider, name of the student and number of hours volunteering.
13. Facilitate an annual *Volunteer Award Ceremony* during which students receive certificates and are awarded for their volunteer services.

B2. Student's Responsibilities

Each student is responsible to:

1. Must attend *Social Responsibility Workshop Series* facilitated by DSASS before attending volunteer activities.
2. Register for the program specific volunteer activities of choice.
3. Comply with the Volunteer Provider's Policies and Procedures.
4. Act professionally at all times.
5. Perform agreed upon tasks/duties as assigned by the Volunteer Provider's Activity Coordinator.
6. Notify the Activity Coordinator if he/she does not feel competent to perform a specific assigned task/duty.
7. Keep information about the Volunteer Provider and the activity confidential. Thus, the student must abide by UAE data and social media data protection legislation.
8. Submit a required UOF documentation after completion of each volunteer activity, namely:
 - a. UOF Volunteer Hours Activity Form; and
 - b. Reflection: Volunteer Activity Form

B3. Volunteer Hours Documentation Guidelines

To ensure that VH are efficiently documented, each student should comply with the following guidelines:

1. Keep track of all volunteer hours by:
 - a. Completing the *UOF Volunteer Hours Activity Form*; and
 - b. Submit/Enter the VH at the UOF specified application.
2. Accurately complete the *UOF Volunteer Hours Activity Form* with the correct date, VH, place/venue, the purpose of the activity, as well as their role/tasks during the activity. Additionally, the student must document their reflection (thought and opinions) about the activity. The contact details (name and telephone number) of the Activity Coordinator that can verify that the student did attend the activity and stayed for the duration as documented in the UOF Volunteer Hours Activity Form.
3. Reflect about the volunteer activity and record the reflection on the following form: UOF Reflection: Volunteer Activity. The STAR (Situation, Task, Action and

Result) approach is followed to reflect on what happened during the volunteer activity. Additionally, the Appreciative Inquiry Model (5-D cycle: Definition, Discovery, Dream, Design and Destiny/Delivery) is followed to encourage the student to reflect on his/her feelings and opinions about the activity. The strength of the Appreciative Inquiry Model is that it is a positive approach to develop self-determined change and leadership.

B4. Registration

1. Students after consultation with their academic advisors can register online or in the campus.

2. The registration of courses is confirmed and access to the courses on the University's Electronic System is granted only when the advisor approves the courses selected by the student and the payment for the courses is complete. Courses are automatically dropped from the student's record if the payment has not been received before the end of the Add/Drop period.

3. New students register for courses as part of the orientation program that immediately precedes the start of each semester.

4. Continuing students register for the spring semester during the last week of instruction in the preceding fall semester and for the fall semester during the last week of instruction in the preceding spring semester.

5. Prior to registration, students must contact their advisors and obtain approval of the courses for which they wish to register.

6. Students are not considered to be registered unless their names appear on the official course roster from the DAR.

7. If the students' names do not appear on the official course roster at the end of the add/drop period, students are responsible for informing the course instructor. The instructor will report the problem to the

DAR, which has the responsibility for correcting a clerical error or informing the students of the problem (such as nonpayment of fees). The students are responsible for taking steps to correct errors that are brought to their attention. Failure to do so may result in the students not getting credit for the course.

Policy on Academic Progress

A. Semesters

Courses at UOF are offered in two semesters: A fall semester and a spring semester. Each semester consists of 15 weeks followed by the examination week. The University may also offer a summer session consisting of at least 6 weeks.

B. Maximum Enrolment Period

1. The maximum enrollment period for students enrolled in the Associate of Arts degree programs shall not exceed 1.5 of the program duration from the time they begin the degree.
2. The maximum enrollment period for students enrolled in the Bachelor degree programs shall not exceed 1.5 of the program duration from the time they begin the degree program.

Retention Policy

A. Adding, Dropping, and Withdrawal of Subjects

- a. A student may drop or add subjects during the first week of classes in a regular semester or the first three (3) days of a summer semester.
- b. A student may withdraw from subjects during the first week of instruction.
- c. After the first week of classes, withdrawals are allowed only for valid reasons. Students shall use the withdrawal form duly approved by the instructor and academic advisor. Students shall be guided by the following:
 - 1) During the first week of instruction, students may withdraw from a course by filing a withdrawal form and submit the form to the Admission and Registration Department.
 - 2) Withdrawing from the course during the first week of the semester does not need approval from the instructor, and there will be no indication on the

student's permanent record that he/she enrolled in that course.

- 3) After the end of the first week of instruction, withdrawals are allowed only for compelling reasons.
- 4) If the student is passing the course at the time of withdrawal, he/she will be assigned a grade of WP.
- 5) If the student is failing the course at the time of withdrawal, he/she will be assigned a grade of WF, which will be calculated as a failing grade.
- 6) Students who withdraw from a course after the end of the first week without the appropriate approval from the concerned academic authorities will receive a grade of WF which is calculated as an F in the grade point average for that course.
- 7) Students who stop attending classes without dropping the course will automatically be assigned a grade of WF.

B. Leave of Absence

The Leave of Absence Policy allows students to take a leave from UOF up to two (2) years and may consider students' reasons such as health issues, financial difficulties, study abroad opportunities, family-and-or work obligations, and personal reasons. Students, who apply for a leave of absence, shall report to the Admission and Registration Department to fill-out required forms; and shall be encouraged to talk with an academic advisor about options, the process of taking a leave, procedures, and timeline of applying for readmission.

C. Re-Admission

The following policy shall govern Re-Admission at UOF:

1. When student returns during the time of his/her leave of absence, he/she shall be re-admitted as continuing student status.
2. With the aforementioned status, the student shall not be required to reapply for admission, or to pay another admission fee upon returning.
3. If the student does not return to UOF on or before the conclusion of his leave of absence, the University, through the concerned department, shall advise him/her to reapply for admission, pay the admission fee, and be held

to all the requirements at the time of readmission.

Probation Policy

- Except for the first semester of enrollment, a student whose semester GPA falls below 2.0 in any semester or whose Cumulative Grade Point Average (CGPA) falls below 2.0 shall be placed on academic probation, and shall not be considered to be in good academic standing.
- A student shall remain on academic probation until his/her GPA rises to 2.0 or higher.
- A student under probation shall be allowed to register for lesser subjects.
- A student on academic probation shall not be eligible to hold office in any student club or organization.

Dismissal and Academic Suspension Policy

- The University may dismiss a student if he/she did demonstrate satisfactory progress during his/her probationary period.
- Students on academic probation may be dismissed from the university if they remain on academic probation for more than two (2) consecutive semesters (if he/she receives the 3rd academic warning).

Policy on Student Attendance (PSA)

A. Policy Statement

1. Students at the University of Fujairah (UOF) shall meet the highest standards in their behavior and academic work, and are required to attend all classes for the courses in which they are enrolled.
2. Faculty members shall record student's attendance for each class starting from the first day of the class.
3. Students, parents, and guardians need shall be fully aware and understand that students are required to attend classes on time and be ready for any course-related educational activities.
4. Students shall attend all classes, including practical sessions, and participate fully in all teaching and learning activities required by the course.
5. Academic departments and academic units shall implement the mandated attendance

policy and procedures to demonstrate fairness in implementing and monitoring students' attendance.

B: Policy Procedure

1. For students enrolled in the Health Sciences programs the following applies:

a. Attendance Procedures of Theory Sessions:

- 1) Calculation of absenteeism:
 - a) A student shall be considered absent if he has more than 10 minutes late to a class.
 - b) Absenteeism with or without an excuse equals part of the calculated absence.
- 2) Student responsibilities during absenteeism:
 - a) Obtaining course material during absenteeism.
 - b) Completion of all assignments.
 - c) Arrange with the lecturer(s) for any form of make-up classes and related assessments such as quizzes, assignments, and other forms of prerequisite assessments.
 - d) The missed class due to illness: a stamped medical certificate from a government hospital or attested medical report, if it is from a private hospital or doctor, shall be submitted by the concerned students.

3) Consequences of absenteeism:

- a) Absenteeism of 5% of the semester's total teaching hours: 1st written warning.
- b) Absenteeism of 10% and more of the semester's total teaching hours: Final written warning and the student shall be excluded from attending the Final Examination and shall receive a failing mark which is Failed (F).
- c) All cases exceeding the maximum absenteeism (including absence with legitimate reasons) of 10% and more of the semester's total teaching hours, will be withdrawn from the course for the full semester.

b. Attendance Procedures of Clinical Laboratory Sessions and assigned Clinical Experiential Learning Placements (Clinical Practice Placement):

- 1) 100% Attendance is required for scheduled *Clinical Laboratory Sessions* and assigned *Clinical Experiential Learning Placements*

(Clinical Practice placement). Completion of all required (scheduled) Clinical Laboratory Sessions and Clinical Experiential Learning Placements is a requirement for graduation.

- 2) *Make-up sessions for missed Clinical Laboratory Sessions and Clinical Experiential Learning Placements* assigned, will occur during the Fall and Summer breaks. Thus, *Zero % absence tolerance* is expected from all students enrolled in the Bachelor of Science in Nursing (BSN) Program.
- 3) Students leaving the Clinical Laboratory Sessions or assigned Clinical Experiential Learning Placement setting *without permission* shall be marked absent.
- 4) Students leaving the *Clinical Laboratory Sessions for more than 15 minutes* or assigned *Clinical Experiential Learning Placement setting for more than 20 minutes*, will be marked absent. Permission granted to students to leave the setting (within the timeframes) could be done by UOF's Lecturers or by the Clinical Practice's Preceptor(s). This condition should be applied within the identified time frames described. (Clinical Laboratory Sessions: maximum 15 minutes; Clinical Experiential Learning Placement setting: Maximum 20 minutes).
- 5) The Head of the Department, UOF's lecturer facilitating the course, as well as the student's Academic Advisor will be informed about all written warnings forwarded to students.
- 6) The Head of Department shall submit the workflow named "Student Course Drop" for absenteeism of 10% and more of the semester's total teaching hours" to the Department of Admission and Registration (DAR) to withdraw the student from the course.

2. For students enrolled in other academic programs, the following applies:

- a. The absence ratio under any circumstance shall not exceed 20% of the total classes to be attended per semester.
- b. Disciplinary actions shall be implemented against students who exceed absences for more than 20% of a course in undergraduate academic programs or exceed 10% in Health Sciences program.
- c. Students absent of greater than 20% of the course, shall receive 'F' (fail for

absence), against their name with immediate effect.

- d. Students withdrawn from a course due to exceeded absence resulting in total registered credit hours of less than 12 credit hours might be withdrawn from the full semester.
- e. Students shall be required to track their attendance and absence rates for each registered course.
- f. Excuse due to emergency, illness, or overwhelming circumstances should be provided upon returning to the campus in order to be considered.
- g. The following reasons can be considered to waive the absences:
 - 1) participation in an approved field trip associated with the courses of study.
 - 2) participation in approved field trips associated with University or College with a maximum of one field trip per semester.
 - 3) representation of UOF in approved competitions and sports activities.
- h. Faculty is responsible to monitor the student's absence rate and send written notification to students as follows:
 - 1) Alert students on reaching 5% of absence.
 - 2) Notify students on reaching 10% of absence.
 - 3) Warn students on reaching 15% of absence.
 - 4) Warn students on reaching 20% of absence to withdraw from the course, otherwise, an F grade must be recorded.
 - 5) On reaching greater than 20% of absence, request students to withdraw the course, otherwise, an F grade (Fail for absence) must be recorded.
- i. Students who have reached 20% or higher of absence must be reported to the chair of the Department, Faculty/Lecturer facilitating the course, as well as the student's Academic Advisor.
- j. The chair of the department shall submit the workflow named "Student Course Drop for greater than 20% absence" to the DAR to withdraw the student from the course

Code of Student's Conduct

The UOF has established a code of conduct to which it expects its students to adhere. The Code of Conduct at UOF identifies Students' rights and responsibilities, standards for academic and non-

academic conduct, and penalties for violating the code of conduct.

Students' Rights and Responsibilities Policy

A. Academic Freedom:

1. Students are free to pursue appropriate educational objectives from among the university's curricula, programs, and services.
2. Students shall be protected from the academic evaluation which is arbitrary, prejudiced or capricious; however, they are held responsible for meeting the standards of academic performance established by each of their faculty members.
3. No disciplinary sanction may be imposed on any learner without giving him/ her a written notice explaining the nature of the charges.
4. A student accused of violating any of the terms of the code of integrity is entitled to appeal against a decision as per the procedure and policies outlined in this handbook.

B. Discrimination:

- Students have the right to a learning environment that is free from unlawful discrimination, inappropriate or disrespectful conduct, and sexual harassment.
- The university prohibits discrimination based upon a person's race, color, sex, marital and/or parental status, religion, national origin, age, mental or physical disability.
- Students who believe that they have been discriminated against or harassed should immediately report the incident to the Vice-Chancellor for Academic Affairs, by filling a "Grievance" form.

C. Freedom of Inquiry and Expression

Students' organizations, associations, and clubs, which are part of UOF Community, are guaranteed the rights of free inquiry, expression, and assemble upon and within university facilities after obtaining proper approvals; and are granted the freedom of examining and discussing all questions of interest to them, and to express opinions publicly and privately.

They must always be free to support causes by orderly means, which do not violate the university policies and regulations, the UAE laws and culture and do not disrupt in any case the regular and essential operation of the university. At the same time, in their public expressions or demonstrations, students or learners' clubs, organizations and associations speak only for themselves.

D. Freedom of Distribution and Posting

- Students may distribute post or upload printed and/or online-published material subject to official procedures and policies and after obtaining approval from the Vice-Chancellor for Academic Affairs. All free publications not in violation of the university's policies and procedures and the UAE laws and culture may be distributed.
- The university may restrict the distribution of any publications, where such distribution unreasonably interferes with the university's operations or violates the policies set forth for publication and distribution or the UAE laws and culture. Display of unauthorized postings will be removed immediately and individuals found to have posted any unauthorized material will be reprimanded.

E. Commercial Activities and Fund Raising

The use of UOF's grounds or facilities for commercial or private gain purposes is prohibited except where a commercial activity such as the sale of books, instructional supplies, and other products that contribute to the operation of the instructional program or where the limited sale is specifically authorized by the University for fundraising purposes for instance.

F. Decision Making at the University

1. UOF considers its students as an important part of its operations and values their opinions and suggestions; this is why it involves students in institutional decision-making.
2. Students' concerns, propositions, complaints, and critiques can be communicated to the
3. University's Officials.
4. UOF takes responsibility for providing its students with a healthy and high quality standard educational environment, rich in resources needed by students to attain their individual educational goals. In return, students are

responsible for making themselves aware of the full breadth of the resources available, for the time choosing an appropriate use of those resources, and for the specific behavioral tasks necessary for attaining desired learning outcomes.

G. Other Student's Rights

1. Access the syllabus of each course they study, particularly the assessment methods and criteria that will be used to measure the achievement of the intended learning outcomes of the course.
2. Discuss and express their ideas in class that are relevant to the subject matter.
3. Give reasonable assignments being set and then graded using only the methods and criteria indicated in the syllabus.
4. Know the material that will be examined in the examinations.
5. Check and discuss their graded examinations and papers with their instructors.
6. Have instructors who schedule reasonable office hours for student conferences.
7. Have instructors who post their office hours on their office doors and in the syllabus.
8. Have instructors who do not discriminate based on personal prejudices, race, gender, religion, age, disability, or national origin.
9. Be treated with respect and courtesy by UOF's employees.
10. Participate anonymously in the process of evaluating the effectiveness of instructors.
11. Be given privacy, without improper disclosure of personal information from academic, counseling, disciplinary, financial, and medical records held by the University. UOF may share that information with parents and guardians.

H. Students' Responsibilities

1. To fully comply with Code of Conduct;
2. To become knowledgeable of, and adhere to the University's policies, practices, and procedures.
3. Demonstrate respect for all persons in the university community-staff, faculty, and other students.
4. To participate actively in the learning process, both in and out of the classroom.

5. To seek timely assistance in meeting educational goals.
6. To attend all class sessions whether face to face or online;
7. To participate fully in off-line and online class activities;
8. To participate actively in the advising system;
9. To develop skills required for learning, e.g., basic skills, computer skills, time management, motivation, study skills, and openness to the educational goals;
10. To assume the final authority for the selection of appropriate educational goals;
11. To select the appropriate courses for meeting the chosen educational goals, as per the academic advisor;
12. To evaluate the quality and quantity of resources available to students; and
13. To contribute towards improving the university.
14. All students are expected to adhere to common practices of modesty, cleanliness, and neatness; to dress respectfully within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Learners who fail to comply with this dress code may be subject to disciplinary actions.

I. Adjudication of Code of Conduct

1. Conduct and behavior cases resulting from alleged violations of the University's code of conduct shall be within the jurisdiction of the Vice-Chancellor for Academic Affairs Office.
2. Serious violations or repetitive violations are brought to the University Disciplinary Committee.
3. In the case where a student wishes to bring charges against another student, he/ she should do so through the Vice-Chancellor for Academic Affairs Office. In the case of a student bringing charges against another student, the student bringing the charges must identify himself or herself to the Vice-Chancellor for Academic Affairs Office.
4. Students must be aware that violations will be treated seriously, with special attention given to repeat offenders. Penalties that may apply to a student violating the code of conducts vary

according to the nature of the violation made and may include one of the following:

- a) **Disciplinary Warning:** By sending a written formal Warning to the student informing him or her that his/her conduct in a specific instance does not meet the university's policies and procedures and that continued misconduct may result in more serious disciplinary action by University Disciplinary Committee.
- b) **Disciplinary Probation:** By sending a written formal notice from the Head of DSASS to the student, informing him or her that he/she was found in violation of the university's Code of Conduct and may continue to be enrolled under stated conditions. Violations of the stated conditions will cause more serious disciplinary action.
- c) **Suspension:** The University Disciplinary Committee may decide to suspend a student for a fixed period of time, the suspension may refer to:
 - Exclusion of the student from one or more courses,
 - Exclusion of the student from university activities.
 - Exclusion of the student from the university for a duration not exceeding two regular semesters. Students will be required to meet with the Head of DSASS before being allowed to enroll at the university after the suspension period has expired.
- d) **Expulsion:** The Head-DSASS shall raise the violations that require such sanctions to the University Disciplinary Committee. Expulsion refers to the termination of the student status in the university.
- e) **Supplemental Sanctions:** The University Disciplinary Committee may impose additional sanctions or requirements, which clearly address the issues involved in the misconduct. Any of the following may be imposed in connection with the above, but are not to be limited to:
 - Work assignments
 - Fines may be imposed: restitution, i.e., compensation for loss, damage, or injury
 - Academic sanctions, e.g., revocation of degree, holding transcripts, removal from courses

- Failing course
- Loss of privileges
- Referral to External Authorities: - In the case where a student violates the UAE laws on university or university-sponsored related activities, the university may refer the student to the local authorities for prosecution.

J. Examples of Students' Misconduct

1. Violating the university's policies, rules, and regulations.
2. Abusing physically or verbally any person on the campus, university-sponsored campuses or through university's facilities (i.e. online classrooms, forums, through email accounts of the university, etc.).
3. Humiliating conduct or language based on a person's race, gender, color, religion, nationality, origin, physical or other disability, age, or political beliefs.
4. Being involved in unwelcome sexual advances or physical touching.
5. Making sexually-oriented remarks, jokes, comments and/or behavior.
6. Interfering by force or by violence (or by the threat of force or violence) with any administrator, faculty, staff member, or another student in the university.
7. Filing a formal complaint falsely accusing another student, faculty or university employee.
8. Damaging the reputation of UOF through unacceptable actions or behavior.
9. Using the name of the University or distributing or posting any materials (including in electronic form) in its name without prior approval.
10. Being involved in dishonesty and academic violation, including but not limited to cheating in exams, plagiarism, violating copyrights, etc. (more information about academic dishonesty is found under section 5.9.8 below).
11. Furnishing false information to the university with the intent to deceive the university or any person or agency.
12. Entering and using university campus or sponsored campuses or use of the university facilities without prior authorization.
13. Entering any administrative or other employee office or any locked or otherwise closed university facility in any manner, at any time, without permission of the university employee or agent in

charge thereof.

14. Refusing to provide identification in appropriate circumstances.
15. Damaging or destruction whether intentionally or due to negligence of any university facility or other public or private real or personal property.
16. Bringing unauthorized visitors to the university or university.
17. Organizing illegal assembly, obstruction or disruption.
18. Stealing or damaging of/to the property of the university or of a member of the university community, such as visitors, students, or employees.
19. Abusing or unauthorized use of the university's computer equipment, software, passwords, records.
20. Using computer resources to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. Offensive material includes, but is not limited to: pornographic, nude, semi-nude or other similarly lewd images; material displaying excessively violent or graphic content; material of racist or similarly demeaning content; or any other material that is generally understood to be socially or culturally offensive.
21. Violating the confidentiality or security of passwords, records, or software, including but not limited to: networks, Internet, World Wide Web, and E-mail.
22. Using, possessing, or distributing alcoholic beverages, narcotics, or dangerous drugs in the University or university-sponsored campuses.
23. Smoking within the university campus.
24. Possessing or using firearms, explosives, dangerous chemicals, substances, or instruments or other weapons, which can be used to inflict bodily harm on any individual or damage upon a building or grounds in the university or University, sponsored campuses.

Students' Academic Integrity Policy

The UOF requires its students to be honest and open in all academic work. Students may not submit other students' work as their own and must acknowledge sources used in preparing their work.

Faculty members have the responsibility for planning and supervising all academic works, encouraging honest individual efforts and taking

appropriate actions if instances of academic dishonesty are discovered. Honesty is the responsibility of each student.

Sanctions for violations of academic integrity may include loss of credit for an assignment, a failing grade in a class, or disciplinary sanctions as defined below.

Academic dishonesty or cheating includes acts of plagiarism, forgery, fabrication or misrepresentation, such as the following:

Cheating: It refers to intentionally using or attempting to use unauthorized materials, information, or study aid in any examination or academic exercise or make an attempt to change the outcome of assessment results through undue influence or material means. Cheating may take several forms for example:

1. receiving or supplying unauthorized information during an examination;
2. obtaining improper knowledge of the contents of an exam;
3. using unauthorized material/sources during an examination;
4. changing an answer after work has been graded and presenting it as improperly graded;
5. taking an examination for another person or having another person take an examination for a certain student; and,
6. forging or altering registration or grade documents.
7. copying from other students' exam or work paper;
8. allowing another student to copy;
9. using unauthorized material during the exam, or
10. receiving help during online exams and other assessment activities.

Complicity in Academic Dishonesty: Complicity in academic dishonesty consists of helping or attempting to help another person commit an act of academic dishonesty or willfully assisting another student in the violation of the academic code of integrity. Complicity in academic dishonesty is pre-meditated and intentional. This can include but is not limited to:

1. Doing the work for another student.
2. Designing or producing a project for another student, (c) Providing answers during an exam test or quiz.

3. Calling a student on a mobile phone while taking an exam and providing information.
4. Providing a student with an advance copy of a test.
5. Leaving inappropriate materials behind at the site of an exam or test.
6. Altering examination results.

Dishonesty in Submitted Work: All academic works and materials submitted for assessment must be the original work of the student (or group of students). Students are prohibited from submitting any material prepared by or purchased from another person or company other than himself or herself.

Copyright Violations: Copyright laws must be closely observed: Copying, alteration or unauthorized use of course material, University records, or instruments of identification with the intent of defrauding or deceive is prohibited. Students are expected to abide by relevant patents and intellectual property rights, for example, if they have access to any sensitive documents if their work involves access to information from outside institutions.

Inappropriate Proxy: Students must attend their examinations and classes whether they are virtual/online or physical. Those impersonated and the impersonators could face dismissal from the University.

A. Plagiarism Policy

Definition:

Plagiarism is the reproduction without acknowledgment, of the work of others, published or unpublished, verbatim or in close paraphrase.

Authentication of Student Work and Recording of Performance

1. All academic works and materials submitted for assessment must be the original work of the student or group of students.
2. Students are prohibited from submitting any material prepared by, or purchased from another person or company other than himself or herself.
3. Students shall adopt the American Psychological Association (2016) referencing style in all academic papers and related written materials.

4. All written assessments such as academic essay, reaction papers, case study, research capstones: Opportunity Analysis Project—Designing a New Venture, Feasibility Study, Strategic Management, Special Topics Capstone, Projects and Integrated Papers and the like shall be uploaded to TURNITIN Plagiarism Software through the SMART Learning--UOF website to determine the extent of Similarity Index.
5. The TURNITIN report shall show “zero (0)” percent Similarity Index. If in cases there are few percentages of similarity, they shall be then referred to sources of similarity. If the percentages are attributed to UOF’s forms and templates, the similarity shall be considered as null and void.
6. Students shall then download, print and submit to lecturer the results of their written works-assessments together with the results of similarity index report.

Written Assessments Submission Policy

7. All written assessments shall be submitted on or before 12:00 mid-night, a day before the deadline, to the lecturer in class in a hard copy accompanied by the TURNITIN Similarity Index Report which is included as appendix of the assessment.
8. E-mailed assessments will not be accepted, except where specifically necessary to fulfill the assessment requirements.

Level of Plagiarism:

UOF determines six levels of plagiarism offenses. The level of plagiarism is categorized according to two criteria:

Student Categories:

- First-year student (fresh student)
- Second and third-year student
- A fourth-year or after the student (experienced student)

Extent of Plagiarism

- Level 1 plagiarism:1% – 10% (minor offense)
- Level 2 plagiarism:11% – 40% (moderate offense)
- Level 3 plagiarism:41% – 100% (severe offense)

UOF applies composite criteria to classify the level of plagiarism, as follows:

Level (1): Minor plagiarism from a fresh student

Level (2): In the following cases:

- i) Moderate plagiarism by a fresh student, or
- ii) Minor plagiarism by a second or third-year student, or
- iii) Repetition level (1) plagiarism in the same semester.

Level (3): In the following cases:

- i) Severe plagiarism by a fresh student, or
- ii) Moderate plagiarism by a second or third-year student, or;
- iii) Minor plagiarism by an experienced student, or;
- iv) Repetition level (2) plagiarism in the same semester.

Level (4): In the following cases:

- i) Severe plagiarism by a second and third-year student, or;
- ii) Moderate plagiarism by an experienced student, or;
- iii) Repetition level (3) plagiarism in the same semester.

Level (5): In the following cases:

- i) Severe plagiarism by an experienced student, or;
- ii) Repetition level (4) plagiarism in the same semester.

Level (6):): Repetition level (5) plagiarism in the same semester.

Level (3)	issue a written warning and assign a zero mark for the submitted work that involves plagiarism	copy to the student's file
Level (4)	issue a WA (Administrative withdrawal) grade on the course under consideration.	copy to the student's file
Level (5)	issue an "F" grade on the course under consideration.	copy to the student's file
Level (6)	suspension from the university for the current semester. In this case grade, "WA" will be issued for all courses registered by the student in this semester	copy to the student's file

Penalties

Penalties will differ according to the level of plagiarism as follows:

Plagiarism Level	Penalty	Notes
Level (1)	the student to resubmit the work	--
Level (2)	issue a written warning and reduce the grade on the submitted work that involves plagiarism	copy to the student's file

Procedures for dealing with suspected cases of plagiarism:

1. The instructor shall introduce the suspected plagiarism and the plagiarism evidence to the Dean. (A written report should be introduced including the student name & ID, the Student category (Fresh, second year, experienced, etc.), the course name and code, and the reason for suspected plagiarism)
2. The Dean shall form a plagiarism ad-hoc committee (chair and two members).
3. The plagiarism ad-hoc committee shall meet the student and discuss the instructor's report with him.
4. The plagiarism ad-hoc committee shall collect the student history in plagiarism with the college secretary (Each College Secretary keep

a record of previous plagiarism penalties through the semester)

5. The plagiarism ad-hoc committee should determine the plagiarism level according to the plagiarism policies.
6. The plagiarism ad-hoc committee shall issue a plagiarism penalty according to the plagiarism policies.
7. The student should be informed (in a written way) by the committee decision through the Dean.

B. Administration of Academic Integrity Policy

1. Academic cases resulting from alleged violations of the University's academic honesty code are within the jurisdiction of the relevant faculty and Program Coordinator/Chair/Dean, while more serious violations or repetitive violations are brought to the Dean for further action. In the case where a student wishes to bring charges against another student, he/ she shall do so through the Faculty member in whose course the violation occurred and the Program Coordinator/Chair/Dean. In addition to this, he/she shall identify himself or herself to the faculty.
2. If a faculty member is convinced that an alleged offense has resulted from an error in judgment on the student's part rather than from purposeful dishonesty, the faculty may decide to use the occasion for instructing the student on acceptable standards for academic work. In such cases, the faculty member may, for example, require the student to rewrite or correct the original assignment, to submit a substitute assignment, or to apply a grade penalty. When faculty jurisdiction is exercised in the case of an unintentional academic violation, the faculty shall notify the Dean and the Head DAR.
3. In the case where the faculty member believes that the offense made by the student is a serious breach of the university's academic honesty code, or in the cases of repetitive occurrence of such offenses, he/she shall report the violation to the Dean within 10 working days of the occurrence of the violation or after the day in which he/she has been aware of the violation. The report submitted must be supported by appropriate documentation or evidence.
4. Upon Receiving the Faculty report, the Dean or the Head-DAR will inform the student of

the charges brought against him/her and arrange to discuss the charge with the student either online or in-person as appropriate. The student will be presented with the charge and the evidence and he/she will be advised of the procedures including his/her rights and will be allowed to respond to the charge either immediately or by writing within 5 working days. Faculty are not to submit grades for the work in question until the case has been settled. If the semester grades are due before the settlement process is complete, a temporary grade of NG or No Grade will be assigned.

5. After reviewing the charges and the evidence, the Dean in consultation with the Program Director may either:
 - a. Dismiss the case and notify the Head-DAR of the decision, or
 - b. Refer the case to the Student Disciplinary Committee. A case is referred to the Student Disciplinary Committee when the issue raised cannot be resolved through informal discussion or the student chooses to bring it to the formal committee. In such a case, the Dean shall notify the Student Disciplinary Committee to form the committee within 5 working days.
6. The Disciplinary Committee will allow hearing all parties involved in the case and based on the evidence provided will make a decision and notify the concerned parties through a formal letter within three working days from the hearing.
7. The Disciplinary Committee's decision will not be subject to appeal.

Penalties

1. Students must be aware that academic violations will be treated seriously, with special attention given to repeat offenders.
2. In dealing with the violation of the academic honesty conduct, the Student Disciplinary Committee shall take into account both the seriousness of the offense and any particular circumstances involved. - Students who have been found guilty may be suspended, dismissed or expelled after the case is brought to the Student Disciplinary Committee.
3. Penalties for academic offenses may vary from a verbal warning to expulsion and may include one or more of the following:
 - a. Verbal or written warning.

- b. Resubmission of the work in question.
- c. Submission of additional work for the course in which the offense occurred.
- d. A lower grade or loss of credit for the work found to be in violation.
- e. A failing grade of F for the course in which the offense occurred. A notation of the academic violation will be entered on the student's permanent record.
- f. Suspension for one or more academic semesters, including the semester in which the offense occurred. A notation of the academic violation will be entered on the student's permanent record.
- g. Dismissal (for a specified semester or permanently) from the University. A notation of the academic violation will be entered on the student's permanent record.

A student may not withdraw from a course in which an infraction has been found and a penalty applied. No refund or cancellation of tuition fees will be permitted in such cases.

Student Appeals Policy and Procedures

Students may not appeal a grade solely because they do not agree with the grade received or that the grade has a negative impact on their academic record. Students may appeal a grade only because of an error of fact has been made (an error in calculating or recording a grade), the grading was based on standards other than academic performance in the course or that all students were not judged by the same standards. Students who have received a WF grade because of excessive absences may also use this appeal process.

1. Before attempting to initiate a formal grade appeal, it is incumbent upon the student to meet with the faculty member to discuss the basis on which the faculty member assigned the grade. This step shall be completed by the end of the first week of the semester following the award of the disputed grade.
2. If not fully satisfied with the results of the discussion, the student may submit a written appeal to the Program Coordinator/Chair no later than the end of the second week of instruction in the semester following the award of the disputed grade.
3. The written appeal must detail the justification for the appeal. The Program Coordinator/Chair/Dean

shall review the appeal and respond in writing within one week of receiving the written appeal.

4. If attempts to resolve the problem at this level fail, the student shall file a written appeal with the Dean within one week after the response of the Program Coordinator/Chair. The letter must detail the justification for the appeal and must have attached to it the response from the Program Coordinator/Chair.
5. Within one week of receiving the appeal, the Dean shall convene an ad-hoc Appeal Review Panel, which consists of two full-time faculty members and one administrator.
6. The members of the Appeals Review Panel shall not have been involved in the case prior to their appointment to the Panel. The Appeals Review Panel will review the appeal and make a written recommendation back to the Dean within two weeks of being convened.
7. In all cases, grades shall be changed if (and only if) there are material errors such as:
 - a. Part of the student's work is not marked.
 - b. Error in mathematical calculation.
 - c. Error in grade entry.
8. The Dean will submit the final recommendation to the Vice-Chancellor for Academic Affairs who shall make the final decision and inform in writing both the student and the faculty member.

Student Grievance Policy

Aims

UOF is keen to implement its objectives and core values of integrity, fairness, respect, and transparency among staff, faculty, and students. Any conflicts that may arise are normally resolved informally and in good faith between individuals and/or groups. UOF students to consult in good faith with the person or party they feel aggrieved by to reach a fair and reasonable resolution. The grievant is encouraged to consult the DSASS for advice or involving a third party; such as the appropriate Program Coordinator, Head of Department, or Dean, all of whom are expected to assist with the facilitation of communication and mediation services.

In the unlikely event where such conflicts are not informally settled the grievant has the right to file a formal grievance that complies with the terms of this policy and its procedures.

Definition

The policy uses the following definitions:

Grievance: A request for formal resolution made by a student or students against a faculty or staff member of the University that makes claims on specific grounds that decisions or actions are wrong, mistaken, unjust, and discriminatory or in violation of rights.

Grievant: The person(s) who submits the grievance.

Faculty: Members of the University faculty including part-time, full-time and non-regular faculty, such as visiting and adjunct faculty.

Instructor: Any person employed by the University to be responsible for teaching a class including part-time, full-time and non-regular instructors such as visiting and adjunct instructors.

Respondent: The person or persons cited in the grievance.

Staff: Any non-teaching employee of the university.

Student: Any person who is registered at UOF as a student on a part- or full-time basis.

Matters Open to a Formal Grievance

A student may submit a formal grievance when he/she believes that informal consultations and mediation have failed and that any act or decision made by an employee of the University violates his/her rights as a student, or results in students experiencing undue adversity or improper process.

Grievance Procedures

Step 1:

An honest effort to resolve grievances informally

The student consults with the party(s) involved to try to reach an agreement. If that does not result in a satisfactory agreement, then the student should refer to the Student Grievance Committee (SGC) for recommendations.

Step 2:

Discussion with Immediate Supervisor

The grievant shall consult the responsible Student Affairs officer/personnel, the department dean,

program director, or head for an informal meeting with the respondent.

Step 3:

Written Grievance Statement

If an agreement cannot be reached, and the grievant wants to pursue the grievance process, the next step is to file a formal grievance. This shall be done by filing a formal grievance in writing to the Student Grievance Committee, expressing the precise allegations and the preferred solution, accompanied by accessible documentary verification. This written grievance shall comprise dates of the occurrence and essential facts concerning the grievance

Responsibilities

Chancellor

- Requires the facilitation of informal conflict resolution processes by all UOF's employees.
- Manages the Appeal by a Grievant.

Vice-Chancellor for Academic Affairs (or designee)

- Facilitates conflict resolution processes.
- May provide formal mediation between the Grievant and Respondent.
- Chairs the Student Grievance Committee.
- Safeguards the rights of the Grievant, Respondent and all members of the Committee

Head-DSASS (or designee)

- Facilitates conflict resolution processes
- Mediates and advises all parties regarding policy and process.
- Ensures that DSASS staff facilitate conflict resolution process and student grievance procedures.
- Acts as the facilitator of the process by ensuring that all parties are familiar with the policy and that they know what is expected of them.
- Accurately maintains records of all grievance-related processes and materials.

- Ensures that the Student Grievance Committee members are selected and elected early in the academic year.
- Follows up on any outstanding issues needing resolution.
- Safeguards the rights of all those involved in the grievance process.

Grievant

- Shall file a grievance within two weeks of the alleged event or discovered event with appropriate documentation.
- Maintains civility and good conduct while providing advocacy at the hearing.
- Lodges an appeal within the specified time.

Respondent

- Provides a written response with documentation, as required.
- Maintains civility and good conduct while providing advocacy at the hearing.

Hearing Procedures

The following procedural rights are guaranteed to all parties:

1. A timely hearing will be specified.
2. Written notice of claims and a reasonable time for response.
3. Excusing any Committee member who declares, demonstrates or is discovered to have a conflict of interest concerning the case.
4. The Grievant, Respondent, and witnesses must be available during the information
5. Gathering portion of the hearing. They will be called when needed.
6. All statements during the first phase of the hearing in which the Grievant, Respondent, and witnesses provide information will be tape-recorded.
7. Committee members may question any of the participants at the hearing, at any time during the proceedings.
8. The Grievant and the Respondent may each make statements, present documents and call

witnesses. Advocacy or representation on their behalf is not permitted.

9. The Committee members are obliged to hear all relevant oral evidence and to view all relevant written evidence presented by either the Grievant or the Respondent.
10. All witnesses called by the Grievant, Respondent and the SGC are to be heard and maybe cross-examined. A list of witnesses will be provided to all parties and those hearing the case before a hearing.
11. The Respondent will have the opportunity to question the Grievant and the Grievant's witnesses about the substance of their statements.
12. The hearing shall be closed except for the parties, advisors, and witnesses only while giving testimony, and those hearing the case.
13. After all, information is exchanged, all persons, other than the SGC committee members and the recording secretary, will leave the committee room.
14. The Committee will meet in closed session to decide upon its recommendation(s).
15. The Committee will submit its report with recommendation(s) to the Chancellor, with copies to the Grievant, the Respondent(s), and the Director of Student Services or the designee.
16. The record of the grievance, adjudication, and outcome will be maintained in a confidential file with the Head of Student Affairs or the designee unless otherwise specified in the report.

Appeals

1. The Grievant or Defendant shall have the right to appeal the Student Grievance Committee report to the Chancellor. This appeal must be in written form and filed within five (5) days.
2. The Chancellor will review the Committee report to determine whether the evidence and the process used to support the recommendations.
3. The Chancellor shall have the discretion to:
 - a. Uphold the committee recommendation(s);
 - b. reverse the recommendation(s);
 - c. refer the case back to the Student Grievance Committee for reconsideration de novo; or
 - d. uphold the recommendations of the

Committee, with whatever modification deemed reasonable.

- e. writing within one week of receiving the report from the Grievance Review Panel.

Student Activities Policy

A. Student Clubs

The UOF shall establish a student club in each of its degree programs. Other clubs and organizations may be established as students demonstrate an interest in specific co-curricular activities. Students who are interested in organizing a student club should, as a first step, talk to the Head-DSASS, who has overall responsibility for student clubs and organizations.

B. Policies Governing Student Clubs and Organizations

The following rules apply to all student clubs and organizations, including alumni organizations:

1. There must be a faculty or staff member willing to act as an advisor to the club.
2. Those wishing to establish a club must file the appropriate form with the Head-DSASS and observe all rules associated with the clubs.
3. Officers in the club must be in good academic standing (not on probation).
4. All funds collected by the club to support their activities must be handled by an account in the UOF Finance Office.
5. The club must cease to exist when UOF withdraws its support from the club for any reason.

Academic Advising Policy

I. Overview

The University values its students by providing continuous academic guidance through the provision of academic advisors toward attaining successful academic careers.

II. Scope

It covers regulations of the provision of advisor to the student.

III. Objective

To provide an advisor to every student during his/her academic residency at UOF.

IV. Policy Statement

UOF shall assign an academic advisor to a new individual student at the beginning of the first semester and throughout his residency at the University.

Specifically, it shall:

1. Guarantee that all new students are provided with Advisors.
2. Ensure that the respective advisor is available during the consultation of the student and provide appropriate guidance. Student-advisee, in this regard, must secure an appointment before meeting his advisor.
3. Ensure that the advisor establishes academic-related goals during enrolment of the appropriateness of courses enrolled according to the pre-requisite-structure and study plan of the academic program.
4. Require and monitor all students to regularly consult with their advisors to ensure that adequate guidance is received; all student's learning progress and that student's learning progress and grades are discussed with them to assure that they are aware of related consequences.
5. Maintain an individual advisees record by the faculty-advisor in a folder which includes, but not limited to the following documents:
 - Academic Advising Form
 - Approved equalized grades and copy of Transcript of Records (TOR), for transferee students
 - Study Plan
 - Copy of grades every semester
 - Monitoring Plan of Grades Form

Academic advisors are expected to be available for a minimum of two (2) office hours per week to provide advising for their students. The office hours should be clearly announced on the advisor's office as well as any appropriate channels, such as notice boards, websites, etc. The ratio of advisees per advisor is 20:1.



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UOF's

Services for Students

Smart Learning Unit

- The Smart Learning Unit (SLU) facilitates with Moodle-Smart Learning System of the University. It provides academic and digital learning services to facilitate teaching and learning. The unit's primary responsibilities are as follows.
 - Establish guidelines for using the Learning Management System (LMS) toward effective delivery of e-learning courses.
 - Deliver technical skills workshops for faculty and staff in the use of technology-enhanced learning tools in line with utilization of LMS; and related training workshops to guarantee that recording, production of audio-video, photographic and visual media for course modules, info sessions, discussion, webinars, and assessment instruments, and posting of available materials are suitably produced, administered by faculty and conformed with the standards.
 - Assist the students, faculty, and staff members in the overall smart learning management system requirements.
 - Monitor, evaluate, and update the technical competencies required in managing the LMS.
 - Coordinate with the Information Technology Support Unit (ITSU) in acquiring appropriate technologies in line with UOF's Learning and teaching requirements.
 - Work closely with the Deans, faculty members, and ITSU to ensure that LMS use aligns with UOF strategic direction and students' learning experiences.
 - Regularly monitor and evaluate the performance of SLU to ensure efficient delivery of all e-learning courses; and regularly provide a series of training workshops for students, faculty, and staff members to equip them with the knowledge and skills adaptive to online teaching.
- Technical information:
 - The Learning Management System (LMS) we use is Moodle and can be accessed anywhere and anytime.
 - We use Blackboard Collaborate ultra-integrated with our LMS directly for distance learning, and Google meet as a backup.
 - All live classes (online classes) are recorded, and students have access to them anytime, anywhere.
 - The LMS can be accessed from any device with an internet connection (mobile phone, pc, mac, laptops, and tablets)
 - For examinations, we use Moodle exams module with Moodle lock browser, and we use blackboard Collaborate ultra and Google meet as live proctoring.

- We use the Turnitin service as a plagiarism check tool that's integrated with our LMS Directly.
- All our recorded videos hosted on the Vimeo streaming service
- All these services are integrated with our LMS, so you need to access only the LMS to get all the services no need to have different accounts for each service.
- For emails and cloud storage, we use Google workspace education.
- All faculty and staff, and students have an account on Google workspace which will give you these services:
- Unlimited Gmail account for emails with our domain @uof.ac.ae
- Unlimited G-drive space for cloud storage
- Unlimited access to all Google apps such as sheets, documents, slides, calendars, and more.

Academic Resources

The UOF library is equipped with modern facilities that is based on hard and soft copies in digital form. UOF has a unique system of issuing books online and returning to library after stipulated time. The UOF has also some agreements for collaboration and sharing academic resources. UOF's library is also equipped latest Journal subscriptions for students.

Department of Student Affairs and Shared Services (DSASS)

The Department of Student Affairs and Shared Services (DSASS) is the true incubator for university students. The Department aims at building a generation of students who enjoy mental and physical health, through supporting and enhancing the students' personalities, intellectual and emotional growth to help with their integration into academic life.

DSASS plays an important role in linking students, academic units and local institutions to provide services necessary for academic excellence. The Department also works to develop the students' capabilities, motivate them, develop positive values, and nurture their sense of patriotism so that they contribute effectively to serving the nation, which can be achieved by creating a safe and supportive university environment for them.

Mission

Achieving comprehensive students' development in scientific, psychological, behavioral and skill domains, and providing quality student services through maintaining an academically supportive environment to equip students with problem solving skills and the thrust to face challenges.

Values

1. Commitment to ethical values and social responsibility.
2. Students are the core of the educational process and the center of our attention.
3. Excellence and creativity in providing all student services and activities.
4. Ensuring a safe and supportive academic environment.
5. Adherence to constructive dialogue and accepting the other.

Student's Counseling Policy

UOF has a systematic counselling process and can address and guide students on their performance. Students can reach through the students' counsel office of Advisory system of the University.

Personal Counseling

The DSASS through Student Counselling, Career Guidance and Alumni Services Unit is staffed with a full-time Coordinator. The Coordinator and staff provide individual and group counseling for students and a variety of group sessions and workshops. The focus of the unit is on helping students to succeed academically. Students may make an appointment by phone or by stopping by the office, or may drop by for a session if a counselor is available.

Individual Counseling

The Student Counselling, Career Guidance and Alumni Services Unit provides short-term individual counseling, typically no more than eight sessions per academic year. In these sessions, student and counselor work together to resolve the student's concerns and goals.

Confidentiality of Counseling Records

Counseling records are confidential and are not part of the student's official university records. Unless compelled by law, or upon written authorization of the student or student's parent or guardian, the Center does not disclose confidential contents of student records to any outside party.

Student Orientation

New students are required to attend Orientation, which is scheduled the week before instruction begins every semester. New student orientation includes testing for placement in English (for those students who have not submitted official TOEFL scores). At orientation, all students will be assigned an academic advisor, who will guide them through their degree program.

The orientation program culminates in registration for the courses that students will take for their first semester. New student orientation is more than just

testing and registration. It is a chance to meet fellow students, to learn what is expected of students in their classes, what is expected of students for graduation, to learn the university policies and procedures, and to get hands-on practice in using the library and information technology resources. It is an opportunity for students to experience the UOF community.

Academic Advisory (AA) System and Process

Each College has an organized advisory system for students. The faculty members are assigned to be the advisors in different semesters. The advisors consult and guide students to perform better and resolve any academic issues. The advisors prepare the report and submit to the concerned Deans for recordkeeping. Each student (Advisee) is allocated to a Faculty Member (Advisor) for the purpose of Academic Advising (AA). The preferred Advisee-Advisor ratio is 15:1, and should not exceed 20:1. Advisees should schedule an appointment with their Advisor and meet at least bi-weekly. Each AA meeting/session must be documented in writing and signed by the faculty and student.

Spiritual Facilities:

Both male and female prayer rooms are available at the university.

Financial Aid

Scholarships may be available from private and organizations to qualifying students. Information and applications are available at DSASS. All available scholarships that are awarded to UOF students will be administered by the Fujairah Charity Association.

Visa Support Policy

University of Fujairah will aid students coming from outside the UAE to get long-term visas. Students needing help with visas should contact the Property and Services Manager.

Food Services

Currently, food services are available in the building in which UOF is located. These food services are not run by UOF but are available for use by UOF students, faculty and staff.

Also both male and female cafeteria are available.

Health Services Policy

All students will have a valid health card purchased from the Ministry of Health. This card must be shown each time a student registers for classes. The health card allows students access to UAE health services.

The University shall observe no smoking policy on the campus. However, the smoking area is identified to ensure the general health welfare of the faculty, staff, and students.

Recreational Facilities

Although UOF does not have recreational facilities at present, there are recreational facilities located nearby, which can be used by students for the appropriate fee. UOF has recreational facilities includes Playground, GYM and games room.



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UOF's

Teaching Methodology and IT Integration

The University of Fujairah is equipped with state-of-the-art academic infrastructure to support our programs. All faculty members are trained on regular basis for effective high tech systems and simulations. The teaching is purely based on case studies. Most of the faculty members have real time experience in writing and delivering case studies. The students get the industry experience as well as problem solving and decision making opportunities through practical methods in the class. The University of Fujairah University applies different teaching strategies to make the learning environments more interactive and useful to our students. The UOF uses Moodle Platform to interact and teach students, but not limited as other online sources are also in place for discussion forums and further interactions. The UOF is highly committed to ensure the best learning environment that should facilitate students and provide a cordial learning atmosphere.

UOF Teaching Methodology and IT Integration includes:

- **Face to Face Learning**
In face to face, we use Moodle platform that allows effectiveness and overall control of administration on content management. it also allows efficient management of students' activities and response on the contents of the course.
- **Volunteer Questions and Cold Calls During Lectures**
In order to make students understand and ensure that students follow the themes of the lecture, we sometime ask volunteer participation or sometime just a cold call of question on any important issue.
- **Group Work Assignments**
This is an opportunity for students to learn in groups as per the guidelines of the instructors. Such assignments are the practical basis for enhancing students' exposure on the contents of the subject.
- **Discussions**
Discussions are the normal practice in every class where students need to present their point of view on the contents.
- **Integrating Technology**
University has installed a great deal of IT setup that ensures the integration and provide smart campus activities. The Smart Learning Unit is the facilitative unit that ensures such connectivity and updates on emerging technologies. We also provide certain training to make students experienced for such facilities.
 - The University of Fujairah has the requisite academic infrastructure to sustain the delivery of all programs. The university has acquired new technology (both hardware and software) with a smart learning unit that is supporting the current online teaching/learning in both the undergraduate students. All faculty members have been trained in the smart learning skills.
 - The University of Fujairah's department of quality assurance oversees the Assurance of Learning process by evaluating the extent to which all course learning outcomes (CLOs) and program learning outcomes (PLOs) are being achieved. All faculty members are required to prepare and submit course files in which course learning outcomes (CLOs) are assessed to determine their achievement. The existing infrastructure of the University is sufficient to cater the needs of all academic units. The facilities are adequate and sufficient to accommodate the current staff and students and the prospective students.
 - The facilities can accommodate up to 50 students in a class. The available classes can serve as examination center, and it can accommodate all the students. Therefore, no physical expansion or improvement of additional facilities is required to deliver the courses online as the existing facilities are adequate to teach the courses online. However, wherever improved facilities or infrastructure is required, the University has adequate budget provisions to do the needful for the benefit of the students. The university is capable of adding necessary software, hardware and other equipment requirements according to increase in student numbers in the future.
 - The university is capable of maintaining and sustaining the existing resources and facilities and adding necessary resources and facilities that may be required if the e-learning programs are extended to accommodate in the future.

- **Class Presentation**

An assessment tool used to test students' understanding of materials covered in lectures and students' individual study. Presentations give the instructor an opportunity to examine synthesis, Integration and communications skills and other competencies. It can be an individual or group presentations. Instructor can follow a grading rubric for presentation to determine students' scores.

- **Class Participation**

An assessment tool used to guide, explain and facilitate discussions from among the students in the class in order to test concepts, theories and principles of the course. Instructor can follow a grading rubric for students' participations to determine their scores.

- **Written Assignment/Research**

A systematic investigation to establish facts or principles or to collect information on a subject/problem. This assessment used to measure how student can collect data and process it and how he/she is capable to solve problem related his/her field. Instructor can follow a grading rubric for written assignment/research to determine students' scores. For all courses, at least one written assignment must be major research papers.

- **Written Report**

It is a statement of the results of an investigation or of any matter on which definite information is required. Such assessment tool enable instructor to examine how student can make a self-explanatory statement of facts relating to a specific subject and serves the purpose of providing information for decision-making and follow up actions. Instructor can follow a grading rubric for written report to determine students' scores.

- **Project**

It is an application of knowledge, skills, techniques, and competencies. It examines how students manage their time, interpret data sets, resolve value conflicts between group members, prepare, and communicate the results of their investigation.

- **Case-Based Teaching**

The teaching is purely based on case studies. Most of the faculty members have real time experience in writing and delivering case studies. The students can get the industry experience as well as problem solving and decision making opportunities through the use of case studies in the class. Faculty members have also written practical case studies at UOF. Such cases are based on practical exposure of local market in UAE. It is in-depth investigations of a single person, group for which data is gathered from a variety of sources and by using several different methods. Students are supposed to analyze a case study of a real-life reflecting the taught concepts throughout the semester. Such assessment tool enables instructor to examine synthesis and critique skills. Students will search for a case study of a real-life, apply the concepts; tools and techniques of analysis learned, and apply them to the real business problems. Instructor will follow a grading rubric for case study to determine students' scores.

Lectures and discussions are improved and set to be applied in order to explain concepts, theories and principles of the course. This is ensured and facilitated for purpose of acquisition of knowledge. The focus of the lecture is to guide, explain and facilitate discussions from among the students in the class rather than to transmit facts, which can be read from the recommended textbooks and other reading materials. Students are therefore required to do advance reading in order to actively participate in the course discussions. Industry Seminars are intensively employed as interactive sessions conducted by students. It is designed to give students opportunity to test their understanding of the materials covered in lectures and students' individual study.

The university has also upgraded the focus of workshops, Group Work and Assignments. Such assessments are used to help students work in small groups and encourages group learning. This methodology provides opportunities for independent learning, creative thinking, debate and discussions amongst members of the group to provide an opportunity for students to develop depth in the understanding of the concepts, theories and principles of the course.



جامعة الفجيرة
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Academic Programs



جامعة الفجيرة
UNIVERSITY OF FUJAIRAH

ACADEMICS UNITS

College of Business Administration (CBA)

College of Information Technology (CIT)

College of Communication (CC)

College of Arts, Social Sciences and Humanities (CASSH)

College of Health Sciences (CHS)

Department of General Education (DGE)

College of Business Administration (CBA)

College of Business Administration (CBA)

Bachelor of Business Administration: General

Bachelor of Business Administration in Banking and Finance

Bachelor of Business Administration in Human Resource Management

College Email: cba@uof.ac.ae

COBA is the member of ACBSP



COBA is academically aligned with SHRM



Introduction

At College of Business, we prepare students to play an important role in managing the modern organizations with special reference to HR, Banking and many general management hierarchies. Our graduates have been playing a key role in developing strategies for the success of UAE Corporations in both Government and Private sectors. Our programs are properly aligned with the UAE National Qualifications Framework (NQF) which helps to build UAE professionals and develop intellectual capital that are required in today's organizations. Our graduates have been placed at very key positions in various organizations in UAE. The College of Business Administration is well equipped with high tech systems for course delivery, interactive activities and community services in UAE. The College has high profile Faculty members who are qualified from prestigious Universities around the world. The Faculty members have requisite training and experience which they use in the classes for practical exposure for our graduates. Our graduates are working at various strategic levels in Government and Private Corporations. Our programs are fully recognized by the Ministry of Education, UAE and International Accreditation bodies. The College of Business is also the member of the Accreditation Council for Business Schools and Programs ACBSP for our Business programs. All the concentrations are aligned for UAE professionals to develop intellectual capital, adopt leadership role, manage International Business, Train staff, apply to have best possible banking projects and maintain emotional intelligence in modern organizations.

Program Mission

The College of Business Administration seeks to educate students from diverse backgrounds and provide them with fundamental skills, knowledge, and practice of business administration to become productive managers and leaders in their respective fields. Our programs help to develop practice-oriented specialists, innovative leaders and knowledge experts to deliver in a dynamic and ever changing business environment.

Program Goals

1. Develop practice-oriented approach to learning and cultivating the continuous improvement model based on inputs from diverse stakeholders.
2. Create and develop intellectual contributions that help in addressing contemporary issues of business community.
3. Integrate curriculum initiatives with practical insights to advance management practices.
4. Align curriculum with market demands and socio-economic factors incorporating flexible and innovative learning approaches.
5. Enhance the reputation of undergraduate programs by improving quality and rankings.

Program Learning Outcomes

1. Demonstrate broad base of interdisciplinary and allied knowledge related to business concepts, theories, and principles to establish substantive depth in underlying principles of business strategies, problems and solutions.
2. Develop a range of skills including quantitative approaches, information technology, verbal and written communication, and presentation skills for varied business situations.
3. Integrate relevant business and interdisciplinary theories, principles and practices to solve business problems in local and global business context.
4. Utilize the entrepreneurial skills to create innovative solutions in dynamic and complex business environments.
5. Develop business management and teamwork capacities to demonstrate the ability to comprehend the challenges of multi-cultural environment.
6. Integrate a high degree of professionalism in evaluating social and ethical responsibility issues relevant to business and personal development.

Program Learning Outcome aligned to NQF Level 7 and Appropriate Blooms Taxonomy

Upon completion of the BBA, the students will be able to:	* UAE NQF's Level 7 Alignment					**Bloom's Taxonomy
	K	S	Competency			
			AR	RC	SD	
1. Demonstrate broad base of interdisciplinary and allied knowledge related to business concepts, theories, and principles to establish substantive depth in underlying principles of business strategies, problems and solutions.	✓	✓	✓			3
2. Develop a range of skills including quantitative approaches, information technology, verbal and written communication, and presentation skills for varied business situations.		✓	✓	✓	✓	3
3. Integrate relevant business and interdisciplinary theories, principles and practices to solve business problems in local and global business context.		✓	✓	✓	✓	6
4. Utilize the entrepreneurial skills to create innovative solutions in dynamic and complex business environments.		✓	✓	✓	✓	3
5. Develop business management and teamwork capacities to demonstrate the ability to comprehend the challenges of multi-cultural environment.			✓	✓	✓	6
6. Integrate a high degree of professionalism in evaluating social and ethical responsibility issues relevant to business and personal development.			✓	✓	✓	6
<i>Legend:</i>						
* UAE National Qualification Framework (NQF)	**Bloom's Taxonomy					
K - Knowledge S - Skills <i>Aspects of Competence:</i> AR - Autonomy and Responsibility RC - Role in Context SD - Self Development	1 - Remember 2 - Understand 3 - Apply 4 - Analyze 5 - Evaluate 6 - Create					

Summary of BBA Program Structure

Program Course Structure Summary of BBA (General,HRM, Baking and Finance)

Program Course Structure Summary	Total Credit Hours (CH)
A. General Education Core Courses	30
1. Compulsory Courses	15
2. Elective Courses	15
B. Program Core Courses	78
1. Compulsory Courses	72
2. Elective Courses	6
C. Concentration Core Courses	18
Total Credit Hours (CH)	126

A. General Education Core Courses = 30 Credit Hours

1. Compulsory Courses = 15 Credit Hours

	Course Name		Credit Hours (CH)	Pre-Requisite(s) / Co-Requisite
	Code (Course Area + Number)	Course Title		
1.	COM-1143	English Communication Skills	3	EmSAT or its equivalent
2.	COM-1123	Arabic Communication Skills	3	
3.	HUM-1613	Islamic Studies	3	
4.	HUM-1633	UAE Society	3	
5.	LSS-2483	Innovation and Entrepreneurship	3	
Total Credit Hours (CH)			15	

2. Elective Courses = 15 Credit Hours

	Course Name		Credit Hours	Pre-Requisite(s) / Co-Requisite
	Code (Course Area + Number)	Course Title		
1.	ICT-1313	Computer Applications	3	
2.	MTH-1213	Mathematics (Algebra)	3	
3.	COM-1113	Academic Writing 1	3	
4.	COM-2123	Academic Writing 2	3	COM-1113
5.	LSS-1733	Introduction to Sociology	3	
6.	COM-1153	Arabic Composition and Report Writing	3	
7.	LSS-1743	Introduction to Political Science	3	
8.	COM-1133	Public Speaking	3	
9.	LSS-1853	Introduction to Environmental Science	3	

10.	LSS-1463	Ethics and Citizens Rights	3	
11.	LSS-1473	Logic and Critical Thinking	3	
12.	LSS-1723	Introduction to Psychology	3	
13.	HUM-2623	Introduction to Humanities	3	
Total Credit Hours (CH)			15	

B. Program Core Courses = 78 Credit Hours

1. Compulsory Courses = 72 Credit Hours

	Course Name		Credit Hours	Pre-Requisite(s) / Co-Requisite
	Code (Course Area + Number)	Course Title		
1.	BBA-1153	Introduction to Business Administration	3	
2.	BBA-2343	Principles of Financial Accounting I	3	
3.	BBA-2213	Organizational Behavior	3	BBA-1253 Principles of Management
4.	BBA-2113	International Business	3	BBA-1253 Principles of Management
5.	BBA-2223	Business Mathematics	3	BBA-1113 Introduction to Business Statistics
6.	BBA-2253	Business Law	3	BBA-1153 Introduction to Business Administration BBA-1123 Business Communications
7.	BBA-3343	Managerial Accounting	3	BBA-2353 Principles of Financial Accounting II
8.	BBA-3423	Microeconomics	3	BBA-1113 Introduction to Business Statistics
9.	BBA-1123	Business Communication	3	BBA-1153 Introduction to Business Administration
10.	BBA-1113	Introduction to Business Statistics	3	
11.	BNS-1413	Management Information Systems	3	
12.	BBA-1253	Principles of Management	3	BBA-1153 Introduction to Business Administration
13.	BBA-2353	Principles of Financial Accounting II	3	BBA-2343 Principles of Financial Accounting I
14.	BBA-2733	Research Methodology	3	BBA-1113 Introduction to Business Statistics
15.	BBA-3113	Principles of Marketing	3	BBA-1253 Principles of Management
16.	BBA-3733	Operations Management	3	BBA-2743 Quantitative Analysis for Business
17.	BBA-3793	Strategic Management	3	BBA-2733 Research Methodology; BBA-2743 Quantitative Analysis for Business, BBA-3123 Organizational Theory
18.	BBA-2123	Organizational Theory	3	BBA-1253 Principles of Management
19.	BBA-2743	Quantitative Analysis for Business	3	BBA-1253 Principles of Management; BBA-1113 Introduction to Business Statistics

20.	BBA-3433	Macroeconomics	3	BBA-2423 Microeconomics
21.	BBA-3213	Business Ethics	3	BBA-1153 Introduction to Business Administration
22.	BBA-4913	Capstone Project	3	BBA- 3793 Strategic Management BBA-3713 Innovation and Entrepreneurial Leadership complete 90 credit hours.
23.	BBA-4813	Work placement	3	BBA-3713 Innovation and Entrepreneurial Leadership
24.	BBA-3713	Innovation and Entrepreneurial Leadership	3	LSS2-483 Innovation and Entrepreneurship BBA-2743 Quantitative Analysis for Business BBA-2733 Research Methodology
Total Credit Hours (CH)			72	

2. Elective Courses = 6 Credit Hours

	Course Name		Credit Hours	Pre-Requisite(s) / Co-Requisite
	Code (Course Area + Number)	Course Title		
1.	BBA-4673	Tourism and Hospitality Management	3	BBA-3113 Principles of Marketing
2.	BBA-4793	E-Business fundamentals	3	ICT-1313 Computer Applications
3.	BBA-4763	Supply Chain Management	3	BBA-3113 Principles of Marketing, BBA-3733 Operations Management
4.	BBA-4773	Feasibility Study and Projects Evaluation	3	BBA-3343 Managerial Accounting
5.	BBA-4443	Insurance and Risk Management	3	BBA2743 Quantitative Analysis for Business
6.	BBA-4783	Total Quality Management	3	BBA-3113 Principles of Marketing, BBA-3733 Operations Management.
7.	BBA-4743	Finance and Technology	3	BBA- 4543 Investment Analysis BNS 1413 Management Information System BBA- 4433 International Finance
8.	BBA-4753	International Human Resource Management	3	BBA-3643 Human Resource Management BBA-4643 UAE Labor Law & Employee Relations.
9.	BBA-4713	Special Topics in Business	3	BBA-1153 Introduction to Business Administration BBA-3713 Innovation and Entrepreneurial Leadership
Total Credit Hours (CH)			6	

C. Concentration Core Courses = 18 Credit Hours

	Course Name		Credit Hours	Pre-Requisite(s) / Co-Requisite
	Code (Course Area + Number)	Course Title		
General				
1.	BBA-3723	Project Management	3	BBA-1253 Principles of Management
2.	BBA-4543	Islamic Banking and Finance	3	
3.	BBA-4433	International Finance	3	BBA-3343 Managerial Accounting
4.	BBA-4623	Training and Development	3	BBA-3643 Human Resource Management
5.	BBA-4633	UAE Labor Law and Employee Relations	3	BBA-3643 Human Resource Management BBA-2253 Business Law
6.	BBA-3643	Human Resource Management	3	BBA-2253 Business Law
Total Credit Hours (CH)			18	
Banking and Finance				
1.	BBA-3513	Financial Institutions and Markets	3	BBA-2113 International Business
2.	BBA-4543	Islamic Banking and Finance	3	BBA-2113 International Business
3.	BBA-4523	Money and Banking	3	BBA-3343 Managerial Accounting
4.	BBA-4533	Bank Management	3	BBA-3343 Managerial Accounting
5.	BBA-4553	Investment Analysis	3	BBA-3343 Managerial Accounting
6.	BBA-4433	International Finance	3	BBA-3343 Managerial Accounting
Total Credit Hours (CH)			18	
Human Resource Management				
1.	BBA-4613	Human Resource Planning	3	BBA-3643 Human Resource Management
2.	BBA-3643	Human Resource Management	3	BBA-2253 Business Law
3.	BBA-4623	Training and Development	3	BBA-3643 Human Resource Management
4.	BBA-4633	UAE Labor Law and Employee Relations	3	BBA-3643 Human Resource Management BBA-2253 Business Law
5.	BBA-4643	Performance and Compensation Management	3	BBA-2253 Business Law
6.	BBA-4653	Health and Safety Management	3	BBA-2253 Business Law
Total Credit Hours (CH)			18	

Study Plan and Recommended Course Sequence

Bachelor of Business Administration General

Year 1 – Semester 1

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
COM-1143	English Communication Skills	3	EmSAT or its equivalent
GE	GE Elective	3	
HUM-1613	Islamic Studies	3	
GE	GE Elective	3	
BBA-1153	Introduction to Business Administration	3	
Total Credit Hours		15	

Year 1 – Semester 2

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
GE	GE Elective	3	
COM-1123	Arabic Communication Skills	3	
HUM-1633	UAE Society	3	
LSS-2483	Innovation and Entrepreneurship	3	
BBA-1253	Principles Management	3	BBA-1153 Introduction to Business Administration
Total Credit Hours (CH)		15	

Summer 1

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-1113	Introduction to Business Statistics	3	
BBA-1123	Business Communication	3	BBA-1153 Introduction to Business Administration
Total Credit Hours (CH)		6	

Year 2 – Semester 3

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
GE	GE Elective	3	
GE	GE Elective	3	
BNS-1413	Management Information Systems	3	
BBA-2343	Principles of Financial Accounting I	3	
BBA-2253	Business Law	3	BBA-1153 Introduction to Business Administration; BBA-1123 Business Communications
Total Credit Hours (CH)		15	

Year 2 – Semester 4

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-2213	Organizational Behavior	3	BBA-1253 Principles Management
BBA-2223	Business Mathematics	3	BBA-1113 Introduction to Business Statistics
BBA-2733	Research Methodology	3	BBA--1113 Introduction to Business Statistics
BBA-2743	Quantitative Analysis for Business	3	BBA-1253 Principles Management; BBA-1113 Introduction to Business Statistics
BBA-2353	Principles of Financial Accounting II	3	BBA-2343 Principles of Financial Accounting I
Total Credit Hours (CH)		15	

Summer 2

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-2113	International Business	3	BBA-1253 Principles of Management
BBA-2123	Organizational Theory	3	BBA-1253 Principles of Management
Total Credit Hours (CH)		6	

Year 3 – Semester 5

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-3713	Innovation and Entrepreneurial Leadership	3	LSS-2483 Innovation and Entrepreneurship; BBA-2743 Quantitative Analysis for Business; BBA-2733 Research Methodology
BBA-3423	Microeconomics	3	BBA-1113 Introduction to Business Statistics
BBA-3733	Operations Management	3	BBA-2743 Quantitative Analysis for Business
BBA-3343	Managerial Accounting	3	BBA-2353 Principles of Financial Accounting II
Total Credit Hours (CH)		12	

Year 3 – Semester 6

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-3213	Business Ethics	3	BBA-1153 Introduction to Business Administration
BBA-3793	Strategic Management	3	BBA- 2733 Research Methodology BBA 2743 Quantitative Analysis for Business, BBA-3123 Organizational Theory
BBA-3643	Human Resource Management	3	BBA-2253 Business Law
BBA-3723	Project Management	3	BBA-1253 Principles of Management
	Specialized Core Elective 1	3	
Total Credit Hours (CH)		15	

Summer 3

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-3113	Principles of Marketing	3	BBA-1253 Principles of Management
BBA- 3433	Macroeconomics	3	BBA-3423 Microeconomics
Total Credit Hours (CH)		6	

Year 4 – Semester 7

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-4813	Work Placement	3	BBA- 3713 Innovation and Entrepreneurial Leadership
BBA-4623	Training and Development	3	BBA-3643 Human Resource Management
BBA-4633	UAE Labor Law and Employee Relations	3	BBA-3643 Human Resource Management BBA-2253 Business Law
BBA-4543	Islamic Banking and Finance	3	BBA-2113 International Business
Total Credit Hours (CH)		12	

Year 4 – Semester 8

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-4433	International Finance	3	BBA-3333 Corporate Financial Management
BBA-4913	Capstone Project	3	BBA- 3793 Strategic Management, BBA-3713 Innovation and Entrepreneurial Leadership, complete 90 credit hours.
	Specialized course elective 2	3	
Total Credit Hours (CH)		9	

Bachelor of Business Administration in Banking and Finance

Year 1 – Semester 1

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
COM-1143	English Communication Skills	3	EmSAT or its equivalent
GE	GE Elective	3	
HUM-1613	Islamic Studies	3	
GE	GE Elective	3	
BBA-1153	Introduction to Business Administration	3	
Total Credit Hours (CH)		15	

Year 1 – Semester 2

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
GE	GE Elective	3	
COM-1123	Arabic Communication Skills	3	
HUM-1633	UAE Society	3	
LSS-2483	Innovation and Entrepreneurship	3	
BBA-1253	Principles Management	3	BBA-1153 Introduction to Business Administration
Total Credit Hours (CH)		15	

Summer 1

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-1113	Introduction to Business Statistics	3	
BBA-1123	Business Communication	3	BBA-1153 Introduction to Business Administration
Total Credit Hours (CH)		6	

Year 2 – Semester 3

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
GE	GE Elective	3	
GE	GE Elective	3	
BNS-1413	Management Information Systems	3	
BBA-2343	Principles of Financial Accounting I	3	
BBA-2253	Business Law	3	BBA-1123 Business Communications BBA-1153 Introduction to Business Administration
Total Credit Hours (CH)		15	

Year 2 – Semester 4

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-2213	Organizational Behavior	3	BBA-1253 Principles Management
BBA-2223	Business Mathematics	3	BBA-1113 Introduction to Business Statistics
BBA-2733	Research Methodology	3	BBA-1113 Introduction to Business Statistics
BBA-2743	Quantitative Analysis for Business	3	BBA-1253 Principles Management; BBA-1113 Introduction to Business Statistics
BBA-2353	Principles of Financial Accounting II	3	BBA-2343 Principles of Financial Accounting I
Total Credit Hours (CH)		15	

Summer 2

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-2113	International Business	3	BBA-1253 Principles of Management
BBA-2123	Organizational Theory	3	BBA-1253 Principles of Management
Total Credit Hours (CH)		6	

Year 3 – Semester 5

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-3713	Innovations and Entrepreneurial leadership	3	LSS-2483 Innovation and Entrepreneurship; BBA-2743 Quantitative Analysis for Business; BBA-2733 Research Methodology
BBA-3423	Microeconomics	3	BBA-1113 Introduction to Business Statistics
BBA-3733	Operations Management	3	BBA-2743 Quantitative Analysis for Business
BBA-3343	Managerial Accounting	3	BBA-2353 Principles of Financial Accounting II
Total Credit Hours (CH)		12	

Year 3 – Semester 6

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-3213	Business Ethics	3	BBA-1153 Introduction to Business Administration
BBA-3793	Strategic Management	3	BBA- 2733 Research Methodology BBA 2743 Quantitative Analysis for Business BBA-3123 Organizational Theory
BBA-3513	Financial Institutions and Market	3	BBA-2113 International Business
	Program Core Course Elective 1	3	
Total Credit Hours (CH)		12	

Summer 3

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-3113	Principles of Marketing	3	BBA-1253 Principles of Management
BBA- 3433	Macroeconomics	3	BBA-3423 Microeconomics
Total Credit Hours (CH)		6	

Year 4 – Semester 7

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-4813	Work Placement	3	BBA-3713 Innovation and Entrepreneurial Leadership
BBA-4523	Money and Banking	3	BBA- 3343 Managerial Accounting
BBA-4533	Bank Management	3	BBA- 3343 Managerial Accounting
BBA-4543	Islamic Banking and Finance	3	BBA-2113 International Business
Total Credit Hours (CH)		12	

Year 4 – Semester 8

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-4913	Capstone Project	3	BBA-3723 Strategic Management Complete, BBA-3713 Innovations and Entrepreneurial Leadership, Successfully completed 90 CH
BBA-4553	Investment Analysis	3	BBA-3343 Managerial Accounting
BBA-4433	International Finance	3	BBA-3343 Managerial Accounting
	Program Core Course Elective 2	3	
Total Credit Hours (CH)		12	

Bachelor of Business Administration in Human Resource Management

Year 1 – Semester 1

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
COM-1143	English Communication Skills	3	EmSAT or its equivalent
GE	GE Elective	3	
HUM-1613	Islamic Studies	3	
GE	GE Elective	3	
BBA1153	Introduction to Business Administration	3	
Total Credit Hours (CH)		15	

Year 1 – Semester 2

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
GE	GE Elective	3	
COM-1123	Arabic Communication Skills	3	
HUM-1633	UAE Society	3	
LSS-2483	Innovation and Entrepreneurship	3	
BBA-1253	Principles Management	3	BBA-1153 Introduction to Business Administration
Total Credit Hours (CH)		15	

Summer 1

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-1113	Introduction to Business Statistics	3	
BBA-1123	Business Communications	3	BBA-1153 Introduction to Business Administration
Total Credit Hours (CH)		6	

Year 2 – Semester 3

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
GE	GE Elective	3	
GE	GE Elective	3	
BNS-1413	Management Information Systems	3	
BBA-2343	Principles of Financial Accounting I	3	
BBA-2253	Business Law	3	BBA-1123 Business Communications BBA-1153 Introduction to Business Administration
Total Credit Hours (CH)		15	

Year 2 – Semester 4

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-2213	Organizational Behavior	3	BBA-1253 Principles Management
BBA-2223	Business Mathematics	3	BBA-1113 Introduction to Business Statistics
BBA-2733	Research Methodology	3	BBA--1113 Introduction to Business Statistics
BBA-2743	Quantitative Analysis for Business	3	BBA-1253 Principles Management; BBA-1113 Introduction to Business Statistics
BBA-2353	Principles of Financial Accounting II	3	BBA-2343 Principles of Financial Accounting I
Total Credit Hours (CH)		15	

Summer 2

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-2113	International Business	3	BBA-1253 Principles of Management
BBA-2123	Organizational Theory	3	BBA-1253 Principles of Management
Total Credit Hours (CH)		6	

Year 3 – Semester 5

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-3713	Innovation and Entrepreneurial Leadership	3	LSS-2483 Innovation and Entrepreneurship; BBA-2743 Quantitative Analysis for Business; BBA-2733 Research Methodology
BBA-3423	Microeconomics	3	BBA-1113 Introduction to Business Statistics
BBA-3733	Operations Management	3	BBA-2743 Quantitative Analysis for Business
BBA-3343	Managerial Accounting	3	BBA-2353 Principles of Financial Accounting II
Total Credit Hours (CH)		12	

Year 3 – Semester 6

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-3213	Business Ethics	3	BBA-1153 Introduction to Business Administration
BBA-3793	Strategic Management	3	BBA- 2733 Research Methodology; BBA 2743 Quantitative Analysis for Business; BBA-3123 Organizational Theory
BBA-3643	Human Resource Management	3	BBA-2253 Business Law
BBA-3113	Principles of Marketing	3	BBA-1253 Principles of Management
	Program Core Course Elective 1	3	
Total Credit Hours (CH)		15	

Summer 3

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-3113	Principles of Marketing	3	BBA-1253 Principles of Management
BBA- 3433	Macroeconomics	3	BBA-3423 Microeconomics
Total Credit Hours (CH)		6	

Year 4 – Semester 7

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA- 4613	Human Resource Planning	3	BBA-3643 Human Resource Management
BBA-4813	Work Placement	3	BBA- 3713 Innovation and Entrepreneurial Leadership
BBA-4623	Training and Development	3	BBA-3643 Human Resource Management
BBA-4633	UAE Labor Law and Employee Relations	3	BB-A3643 Human Resource Management BBA-2253 Business Law
BBA-4643	Performance and Compensation Management	3	BBA-3643 Human Resource Management
Total Credit Hours (CH)		15	

Year 4 – Semester 8

Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisites(s)
BBA-4653	Health and Safety Management	3	BBA-2253 Business Law
BBA - 4913	Capstone Project	3	BBA- 3793 Strategic Management, BBA-3713 Innovation and Entrepreneurial Leadership, complete 90 credit hours.
	Program Core Course Elective 2	3	
Total Credit Hours (CH)		9	

Associate of Arts in Business Administration

A. Summary of the program requirements

Current Curriculum	Credit Hours		
	Compulsory	Elective	Total
General Education (GE) Requirements Courses (Compulsory and Elective)	12	06	18
Program Requirements Core Courses (Compulsory and Elective)	42	06	48
TOTAL CREDITS	54	12	66

B. Program Core Courses

Code	Course Title	Credits
Compulsory Core Courses (42 credit Hours)		
BBA-1153	Introduction to Business Administration	3
BBA-2343	Principles of Financial Accounting 1	3

BBA-2213	Organizational Behavior	3
BBA-2113	International Business	3
BBA--3423	Microeconomics	3
BBA-2253	Business Law	3
BBA-3343	Managerial Accounting	3
BBA-3433	Macroeconomics	3
BBA-1123	Business Communication	3
BBA-1113	Introduction to Business Statistics	3
BNS-1413	Management Information System I (MIS I)	3
BBA-1253	Principles of Management	3
BBA-2733	Research Methodology	3
BBA-2813	Work placement	3
Elective Core Courses (06 Credit Hours)		
BBA-3733	Operations Management	3
BBA-4723	Project Management	3
BBA-4643	UAE Labor Law and Employee Relations	3
BBA-4653	Performance and Compensation Management	3
BBA-4433	International Finance	3
BBA-4553	Investment Analysis	3
BBA-4513	Financial Institutions and Markets	3
BBA-4673	Tourism and Hospitality Management	3
BBA-4783	Total Quality Management	3

Study Plan and Course Sequence

Year 1 – Semester 1

Course Code	Course Name	CH	Pre/co-requisite(s)
COM-1143	English Communication Skills	3	
GED	GED Elective	3	
HUM-1613	Islamic Studies	3	
GED	GED Elective	3	
BBA1153	Introduction to Business Administration	3	
Total Credit Hours		15	

Year 1 – Semester 2

Course Code	Course Name	CH	Pre/co-requisite(s)
COM-1123	Arabic Communication Skills	3	
HUM-1633	UAE Society	3	
BBA-1253	Principles of Management	3	BBA-1153 Introduction to Business Administration
BBA-2343	Principles of Financial Accounting 1	3	
BBA-1113	Introduction to Business Statistics	3	
Total Credit Hours		15	

Summer 1

Course Code	Course Name	CH	Pre/co-requisite(s)
BNS-1413	MIS I	3	
BBA-1123	Business Communication	3	BBA-1153 Introduction to Business Administration
Total Credit Hours		6	

Year 2 – Semester 3

Course Code	Course Name	CH	Pre/co-requisite(s)
BBA-2213	Organizational Behavior	3	
BBA--3423	Microeconomics	3	
BBA-2253	Business Law	3	
BBA-3343	Managerial Accounting	3	
Total Credit Hours		12	

Year 2 – Semester 4

Course Code	Course Name	CH	Pre/co-requisite(s)
BBA-3433	Macroeconomics	3	BBA-3423 Microeconomics
BBA-2733	Research Methodology	3	BBA-1113 Introduction to Business Statistics
BBA-2113	International Business	3	
	Program Elective 1	3	
	Program elective 2	3	
Total Credit Hours		15	

Summer 2

Course Code	Course Name	CH	Pre/co-requisite(s)
BBA-4813	Work placement	3	
Total Credit Hours		3	

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College of Information Technology (CIT)

Bachelor of Information Technology

College Email: coit@uof.ac.ae

Introduction

The College of Information Technology at University of Fujairah was founded in order to keep up with the rising and growing developments in the field of information technology. The college offers currently a bachelor degree in Networking and Security. The College of Information Technology came to contribute at the local level in supplying the labor market of qualified and professional graduates, who are able to a) keep pace with the mounting requirements in the field of information technology; b) advance in various disciplines of information technology and Networking and Security; and c) direct the track of scientific research towards serving the local and regional community. The College has a number of qualified teaching staff with experience in applied and research fields, who can improve the educational process and the service level of the university.

Program Mission

The Information Technology College at Fujairah University mission is to fulfilling the needs of the job market with qualified technical personnel and professionals who are capable of advancement and creativity in various disciplines of information technology and Networking and Security, and directing the track of scientific research towards serving the local and regional community.

Program Goals

1. Equip and prepare highly qualified graduates in the field of network technology through employing educational curriculum and teaching methods of modern international standards.
2. Rely on interaction, integration and specialization in building and preparing qualified and capable professionals in the fields of information technology.
3. Encourage and support specialized scientific research and practical studies in the field of computer networks and data security for the local society and UAE alike.
4. Encourage and support specialized scientific research and practical studies in the field of Internet and Ecommerce and providing professional solutions for the local business markets.
5. Utilize and develop the methods of blended learning, education technology resources, and use the latest references and equipment.

Program Education Objectives

Upon successfully completing the Bachelor of Networking and Security program, the graduate will be able to:

1. Acquire comprehensive principles of information technology to ensure lifelong learning to demonstrate the ability to solve complex IT networking and security interdisciplinary problems.
2. Gain an understanding of research methodologies and quantitative techniques to systematically design, develop, implement and evaluate IT projects.
3. Articulate information technology trends and current practices in both written and oral communication.
4. Ascertain ethical and professional standards in all IT-related practices.
5. Work efficiently with teams with diverse cultural and interdisciplinary orientations to collaboratively integrate novel designs, solutions, and emerging technologies to IT-related projects contributing to community needs.
6. Enhance professional role in context in integrating IT competencies and tools to design efficient information technology systems that are adaptable to emerging market needs.

Upon completion of the BIT in Networking and Security Program, the students will be able to:	* UAE NQF's Level 7 Alignment					**Bloom's Taxonomy
	K	S	Competency			
			AR	RC	SD	
1. Demonstrate allied theoretical concepts and critical approaches to computer hardware and software, telecommunications, networking, and security to solve a range of information technology-related problems.	✓	✓	✓			3
2. Apply effective communications skills, teamwork, and leadership with peers, clients, superiors, and community			✓	✓	✓	3
3. Utilize research methodology, quantitative and analytical techniques in planning, designing, developing, implementing, and evaluating networking and security-related projects.			✓	✓	✓	3
4. Use efficient IT technical tools and methods that promote effective safe computing practices to support the client's requirements in networking and security.			✓	✓	✓	3
5. Develop solutions for networking and security problems, balancing business concerns, technical issues, and security.			✓	✓	✓	6
6. Integrate novel ideas and mechanisms to design and develop secured and sustainable e-commerce, software, and systems applications.			✓	✓	✓	6
Legend:						
* UAE National Qualification Framework (NQF)			**Bloom's Taxonomy			
K - Knowledge S - Skills <u>Aspects of Competence:</u> AR - Autonomy and Responsibility RC - Role in Context SD - Self Development			1 - Remember 2 - Understand 3 - Apply 4 - Analyze 5 - Evaluate 6 - Create			

Summary of BIT in Networking and Security Program Structure

Program Course Structure Summary	Total Credit Hours (CH)
A. General Education Core Courses	27
1. Compulsory Courses	21
2. Elective Courses	6
B. Program Core Courses	78
1. Compulsory Courses	72
2. Elective Courses	6
C. Concentration Core Courses	21
Total Credit Hours (CH)	126

General Education Core Courses = 27 Credit Hours

Compulsory Courses = 21 Credit Hours

	Course Name		Credit Hours (CH)	Pre-Requisite(s)
	Course Code	Course Title		
1.	COM-1143	English Communication Skills	3	EmSAT or its equivalent
2.	COM-1123	Arabic Communication Skills	3	
3.	HUM-1613	Islamic Studies	3	
4.	HUM-1633	UAE Society	3	
5.	LSS-2483	Innovation and Entrepreneurship	3	
6.	MTH-1213	Mathematics (Algebra)	3	
7.	ICT-1313	Computer Applications	3	
Total Credit Hours (CH)			21	

Elective Courses = 6 Credit Hours

	Course Name		Credit Hours	Pre-Requisite(s)
	Course Code	Course Title		
1.	COM-1113	Academic Writing 1	3	
2.	COM-2123	Academic Writing 2	3	
3.	COM-1133	Public Speaking	3	
4.	COM-1153	Arabic Composition and Report Writing	3	
5.	LSS-1473	Logic and Critical Thinking	3	
6.	LSS-1723	Introduction to Psychology	3	
7.	LSS-1733	Introduction to Sociology	3	
8.	LSS-1743	Introduction to Political Science	3	
9.	LSS-1853	Introduction to Environmental Science	3	
10.	LSS-1463	Ethics and Citizens Rights	3	
11.	HUM-2623	Introduction to Humanities	3	

Program Core Courses = 78 Credit Hours

Compulsory Courses = 72 Credit Hours

	Course Name		Credit Hours	Pre-Requisite(s)
	Course Code	Course Title		
1.	BNS-1113	Discrete Mathematics	3	MTH-1213 Mathematics (Algebra)
2.	BNS-1313	Algorithm and Problem Solving	3	
3.	BNS-1123	Networking and Telecommunications	3	ICT-1313 Computer Applications
4.	BNS-1323	Introduction to Programming	3	ICT-1313 Computer Applications BNS-1313 Algorithm and Problem Solving
5.	BNS-1413	Management Information Systems	3	ICT-1313 Computer Applications
6.	BNS-2423	Computer Organization and Architecture	3	BNS-1123 Networking and Telecommunications
7.	BNS-2333	Data Structures	3	BNS-1113 Discrete Mathematics BNS-1323 Introduction to Programming
8.	BNS-2233	Introduction to Statistics	3	MTH-1213 Mathematics (Algebra)
9.	BNS-2433	Web and Mobile Applications	3	BNS-1413 Management Information Systems
10.	BNS-2443	System Analysis and Simulation	3	BNS 1413 Management Information Systems
11.	BNS-2213	Information Security	3	BNS-2423 Computer Organization and Architecture
12.	BNS-2343	Object Oriented Programming	3	BNS-2333 Data Structures
13.	BNS-2453	Database Management	3	BNS-2443 System Analysis and Simulation
14.	BNS-3223	Cryptography and Secure Communications	3	BNS-2213 Information Security
15.	BNS-3463	Artificial Intelligence	3	BNS-1113 Discrete Mathematics BNS-1323 Introduction to Programming
16.	BNS-3473	Human Computer Interaction	3	BNS-2443 System Analysis and Simulation
17.	BNS-3513	Research Methodology	3	BNS-2233 Introduction to Statistics
18.	BNS-3133	Operating Systems	3	BNS-2423 Computer Organization and Architecture
19.	BNS-3233	IT Forensics	3	BNS-2213 Information Security
20.	BNS-3243	Security Architecture and Mechanisms	3	BNS-3223 Cryptography and Secure Communications
21.	BNS-3483	IT Project Management	3	BNS-2443 System Analysis and Simulation
22.	BNS-4493	Multimedia Systems	3	BNS-2433 Web and Mobile Applications
23.	BNS-4913	Capstone Project	3	Successfully completed 90 CH, BNS-3513 Research Methodology
24.	BNS-4813	Work Placement	3	Successfully completed 90 CH
Total Credit Hours (CH)			72	

Elective Courses = 6 Credit Hours

	Course Name		Credit Hours	Pre-Requisite(s)
	Course Code	Course Title		
1.	BNS-3353	Advanced Web Authoring	3	BNS-2433 Web and Mobile Applications

				BNS-2343 Object Oriented Programming
2.	BNS-3363	Computer Graphics	3	BNS-1113 Discrete Mathematics BNS-2343 Object Oriented Programming
3.	BNS-4373	Advanced Programming	3	BNS-2333 Data structures BNS-2343 Object Oriented Programming
4.	BNS-4713	Special Topics in Networking and Security	3	BNS-4153 Network Design and Management
5.	BNS-3283	e- Commerce Development	3	BNS-2433 Web and Mobile Applications
6.	BBA-2343	Principles of Financial Accounting I	3	MTH-1213 Mathematics

Concentration Core Courses = 21 Credit Hours

	Course Name		Credit Hours	Pre-Requisite(s)
	Course Code	Course Title		
1.	BNS-4143	Communication Technology	3	BNS-1123 Networking and Telecommunications
2.	BNS-4153	Network Design and Management	3	BNS-1123 Networking and Telecommunications
3.	BNS-4253	Network Security	3	BNS-3233 IT Forensics
4.	BNS-4163	Network and System Administration	3	BNS-3133 Operating Systems
5.	BNS-4173	Wireless Networking	3	BNS-4143 Communication Technology
6.	BNS-4183	Advanced Networking	3	BNS-4153 Network Design and Management
7.	BNS-4263	IOT Security	3	BNS-4253 Network Security
Total Credit Hours (CH)			21	

Study Plan and Recommended Course Sequence

Year 1 – Semester 1			
Course Code	Course Title	Credit Hours	Pre-Requisite(s)
COM-1143	English Communication Skills	3	EmSAT or its equivalent
HUM-1613	Islamic Studies	3	
ICT-1313	Computer Applications	3	
MTH-1213	Mathematics	3	
BNS-1313	Algorithm and Problem Solving	3	
Total Credit Hours (CH)		15	
Year 1 – Semester 2			
Course Code	Course Title	Credit Hours	Pre-Requisite(s)

COM-1123	Arabic Communication Skills	3	
BNS-1113	Discrete Mathematics	3	MTH-1213 Mathematics (Algebra)
BNS-1123	Networking and Telecommunications	3	ICT-1313 Computer Applications
BNS-1323	Introduction to Programming	3	ICT-1313 Computer Applications BNS-1313 Algorithm and Problem Solving
BNS-1413	Management Information Systems	3	ICT-1313 Computer Applications
Total Credit Hours (CH)		15	
Year 1 – Summer			
<i>Optional</i>			
Year 2 – Semester 3			
Course Code	Course Title	Credit Hours	Pre-Requisite(s)
BNS-2233	Introduction to Statistics	3	MTH-1213 Mathematics (Algebra)
HUM-1633	UAE Society	3	
BNS-2423	Computer Organization and Architecture	3	BNS-1123 Networking and Telecommunications
BNS-2333	Data Structures	3	BNS-1113 Discrete Mathematics BNS-1323 Introduction to Programming
BNS-2433	Web and Mobile Applications	3	BNS-1413 Management Information Systems
BNS-2443	System Analysis and Simulation	3	BNS 1413 Management Information Systems
Total Credit Hours (CH)		18	
Year 2 – Semester 4			
Course Code	Course Title	Credit Hours	Pre-Requisite(s)
LSS-2483	Innovation and Entrepreneurship	3	
BNS-2213	Information Security	3	BNS-2423 Computer Organization and Architecture
BNS-2343	Object Oriented Programming	3	BNS-2333 Data Structures
BNS-2453	Database Management	3	BNS-2443 System Analysis and Simulation
	GE Elective 1	3	
Total Credit Hours (CH)		15	
Year 2 – Summer			
<i>Optional</i>			
Year 3 – Semester 5			
Course Code	Course Title	Credit Hours	Pre-Requisite(s)
BNS-3223	Cryptography and Secure Communications	3	BNS-2213 Information Security
BNS-3463	Artificial Intelligence	3	BNS-1113 Discrete Mathematics BNS-1323 Introduction to Programming
BNS-3473	Human Computer Interaction	3	BNS-2443 System Analysis and Simulation
BNS-3513	Research Methodology	3	BNS-2233 Introduction to Statistics
	GE Elective 2	3	
Total Credit Hours (CH)		15	

Year 3 – Semester 6			
Course Code	Course Title	Credit Hours	Pre-Requisite(s)
BNS-3133	Operating Systems	3	BNS-2423 Computer Organization and Architecture
BNS-3233	IT Forensics	3	BNS-2213 Information Security
BNS-3243	Security Architecture and Mechanisms	3	BNS-3223 Cryptography and Secure Communications
BNS-3483	IT Project Management	3	BNS-2443 System Analysis and Simulation
	Program Core Course Elective 1	3	
Total Credit Hours (CH)		15	
Year 3 – Summer			
Course Code	Course Title	Credit Hours	Pre-Requisite(s)
BNS-4813	Work Placement	3	Successfully completed 90 CH
Total Credit Hours (CH)		3	
Year 4 – Semester 7			
Code	Course Title	Credit Hours	Pre-Requisite(s)
BNS-4143	Communication Technology	3	BNS-1123 Networking and Telecommunications
BNS-4153	Network Design and Management	3	BNS-1123 Networking and Telecommunications
BNS-4253	Network Security	3	BNS-3233 IT Forensics
BNS-4493	Multimedia Systems	3	BNS-2433 Web and Mobile Applications
BNS-4913	Capstone Project	3	Successfully completed 90 CH, BNS-3513 Research Methodology
Total Credit Hours (CH)		15	
Year 4 – Semester 8			
Course Code	Course Title	Credit Hours	Pre-Requisite(s)
BNS-4163	Network and System Administration	3	BNS-3133 Operating Systems
BNS-4173	Wireless Networking	3	BNS-4143 Communication Technology
BNS-4183	Advanced Networking	3	BNS-4153 Network Design and Management
BNS-4263	IOT Security	3	BNS-4253 Network Security
	Program Core Course Elective 2	3	
Total Credit Hours (CH)		15	
Year 4 – Summer			
<i>Optional</i>			

Summary of Associate of Arts in Information Technology Program Structure

I. Program Structure	
Category	Total Credits

• General Education: University Requirements	18
• Core Courses: College Requirements	
o IT Core Courses	39
o IT Elective Core Courses	3
o Integrated Project (Capstone)	3
Total	63

General Education (University Requirements): 18 CREDIT HOURS

A. University Requirements Compulsory Courses

COMPULSORY GE COURSES: 18 CREDIT HOURS				
	Code	Course Title	CH	Pre-requisite
1	COM-1113	Academic Writing I	3	TOEFL/IELTS
2	MTH-1213	Mathematics	3	-
3	ICT-1313	Computer Applications	3	-
4	HUM-1613	Islamic Studies	3	-
5	HUM-2623	Introduction to Humanities	3	-
6	LSS-1723	Introduction to Psychology	3	-
TOTAL			18	

COLLEGE REQUIREMENTS (CORE COURSES): 39 CREDIT HOURS

B. College Requirements Compulsory Courses

COMPULSORY COURSES : 39 CREDIT Hours				
	Code	Course Title	CH	Pre-requisite
1	BNS-1113	Discrete Mathematics	3	MTH-1213
2	BNS-1123	Networking and Telecommunications	3	BNS-1313
3	BNS-1323	Introduction to Programming	3	BNS-1313
4	BNS-1413	Management Information Systems	3	ICT-1313
5	BNS-2233	Introduction to Statistics	3	MTH-1213
6	BNS-2343	Object Oriented Programming	3	BNS-2333
7	BNS-2433	Web and Mobile Applications	3	BNS-1413
8	BNS-2443	Systems Analysis and Simulation	3	BNS-1413,BNS-2423
9	BNS-2453	Database Management	3	BNS-2443
10	IT 301221	Hardware and Software Systems	3	ICT-1313, MTH-1213
11	BNS-3283	e-Commerce Development	3	BNS-2433
12	BBA-1153	Introduction to Business Administration	3	-
13	BBA-1123	Business Communications	3	COM-1113, BBA-1153
TOTAL			39	

C. College Elective Core Courses

ELECTIVE COURSES : 3 CREDIT HOURS OF THE FOLLOWING:				
	Code	Course Title	CH	Pre-requisite
1	BNS-4373	Advanced Programming	3	BNS-2333, BNS-2343
2	BNS-3353	Advanced Web Page Authoring	3	BNS-2433, BNS-2343
3	BNS-3363	Computer Graphics	3	BNS-1113,BNS-2343
4	BBA-3433	Macroeconomics	3	BBA-2423

D. Integrated Project (Capstone): 3 Credit Hours

	Code	Course Title	CH	Pre-requisite
1	BNS-4193	Capstone Project	3	Successfully completed 45 Credit Hours

	TOTAL	3	
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II. Details of the Course Sequence and Study Plan

A. Study Plan and Recommended Course Sequence

Semester 1 – Year 1

<i>Code</i>	<i>Course Title</i>	<i>CH</i>	<i>Pre-requisite</i>
COM-1113	Academic Writing I	3	TOEFL/IELTS
MTH-1213	Mathematics	3	-
ICT-1313	Computer Applications	3	-
HUM-1613	Islamic Studies	3	-
BBA-1153	Introduction to Business Administration	3	-
TOTAL		15	

Semester 2 – Year 1

<i>Code</i>	<i>Course Title</i>	<i>CH</i>	<i>Pre-requisite</i>
BNS-1413	Management Information Systems	3	ICT-1313
BNS-1113	Discrete Mathematics	3	MTH-1213
BNS-1323	Introduction to Programming	3	BNS-1313
IT 301221	Hardware and Software Systems	3	ICT-1313, MTH-1213
BBA-1123	Business Communications	3	COM-1113, BBA-1153
TOTAL		15	

Semester 3 – Year 2

<i>Code</i>	<i>Course Title</i>	<i>CH</i>	<i>Pre-requisite</i>
LSS-1723	Introduction to Psychology	3	-
BNS-2443	Systems Analysis and Simulation	3	BNS-1413, BNS-2423
BNS-2343	Object Oriented Programming	3	BNS-2333
BNS-2433	Web and Mobile Applications	3	BNS-1413
BNS-1123	Networking and Telecommunications	3	BNS-1313
TOTAL		15	

Semester 4 – Year 2

<i>Code</i>	<i>Course Title</i>	<i>CH</i>	<i>Pre-requisite</i>
BNS-2453	Database Management	3	BNS-2443
BNS-3283	e-Commerce Development	3	BNS-2433
LSS-1723	Introduction to Psychology	3	-
BNS-2233	Introduction to Statistics	3	MTH-1213
BNS-4193	Integrated Project (Capstone)	3	Successfully completed 45 Credit Hours
	IT Core Elective	3	
TOTAL		18	

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College of Communication (coc)

Bachelor of Mass Communication in Public Relations

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College of Communication (CC)

نبذة عن الكلية:

تم تأسيس كلية الاتصال في جامعة الفجيرة بمسماها الحالي في العام 2013 / 2014 و تمت إعادة اعتماد برنامجها الأكاديمي في العام 2019/2020 تحت مسمى "الاتصال الجماهيري في العلاقات العامة" و هو برنامج واحد يهدف إعداد قادة إعلاميين وممارسين في إدارات العلاقات العامة على مستوى القطاعين العام و الخاص؛ وذلك لخدمة المجتمع المحلي والوطني، و العمل على تقديم أفكار مبتكرة قائمة على تكنولوجيا الاتصال والمعلومات في القطاع الإعلامي وذلك لمواجهة التحديات المختلفة في عصر التحول الرقمي، إذ يُؤهل برنامج بكالوريوس الاتصال الجماهيري في العلاقات العامة الخريجين و يُتيح لهم الفرصة للالتحاق بالعمل في إدارات العلاقات العامة في كل المؤسسات الحكومية والخاصة، كما أنّ البرنامج يتماشى مع توجهات دولة الإمارات العربية المتحدة نحو تأسيس إدارات للعلاقات العامة بكل المؤسسات الحكومية والخاصة، و من هذا المنطلق تم طرح هذا البرنامج لسد العجز في برامج العلاقات العامة التي تطرحها مؤسسات التعليم العالي بالمنطقة الشرقية بصفة عامة، وإمارة الفجيرة بصفة خاصة.

رسالة البرنامج:

تلتزم كلية الاتصال بتوفير بيئة تعليمية تتوافق مع معايير ضمان الجودة المحلية والعالمية، وتقديم برامج تعليمية متخصصة عالية الجودة تخريج كوادر إعلامية قادرة على الابتكار والقيادة واستخدام تكنولوجيا الاتصال الرقمي، مع تعزيز الشراكة المجتمعية الفعالة في مجال التدريب الإعلامي والبحث العلمي، من أجل تغطية احتياجات سوق العمل.

أهداف البرنامج:

1. تقديم برنامج بكالوريوس الاتصال الجماهيري في العلاقات العامة وفق المعايير العالمية الرفيعة.
2. إعداد طلبة متميزين في مجال تخصصهم، قياديين ومنتجين في مجتمعهم.
3. توفير بيئة تعليمية متكاملة تحقق جودة مخرجات التعليم والتعلم.
4. تعزيز مستوى التفاعل والتعاون بين كلية الاتصال الجماهيري والعلاقات العامة بجامعة الفجيرة والمؤسسات الإعلامية في دولة الإمارات، ومجتمع الفجيرة، وسوق العمل.
5. تعزيز دور الجامعة في إنتاج ونقل المعارف والمهارات لخدمة المجتمع المحلي في الفجيرة .
- 6 - تنمية التفكير النقدي والإبداعي في طرح الحلول الملائمة للمشكلات المتصلة بالاتصال والعلاقات العامة.

مخرجات البرنامج التعليمية

1. يشرح مفاهيم وأسس ونظريات الإعلام والاتصال الجماهيري والإعلام الجديد بكل فروعهِ والعلوم الإنسانية المرتبطة به ويوضح العلاقة الارتباطية بين تخصصات الإعلام والاتصال والتشريعات ومواثيق الشرف المهنية والأخلاقية المرتبطة بها.
2. يُطبق الأسس والقواعد النظرية للعمل الإعلامي على مهارات كتابة الرسائل الاتصالية بأنواعها المقروءة والمسموعة والمرئية، والترجمة والتصوير الرقمي والتصميم والتخطيط الإعلامي، ويستخدم البرمجيات في إنتاج المواد الإعلامية من نشرات ومطويات وملصقات وصحف ومجلات مطبوعة، وإنتاج الأفلام الوثائقية، ويُطبق مهاراته البحثية في إجراء الدراسات الكمية.
3. يُخطط برامج العلاقات العامة ومشروعات المسؤولية الاجتماعية للمنظمة، ويُحلل المشكلات في مختلف جوانب الاتصال والعلاقات العامة بطرق علمية ونقدية، ويقترح الحلول المناسبة لها، مستخدماً في ذلك مختلف الطرق والأساليب العلمية والميدانية والإحصائية في التحليل والتفسير، ويُثبت القدرة على العمل ضمن فريق أو بمفرده في تصميم وإنتاج برامج ومشروعات العلاقات العامة والإعلان.

4. يُثبت القدرة على العمل ضمن فريق في تنظيم الأنشطة والفعاليات وتطبيق قواعد البروتوكول الإتيكيت وتخطيط الحملات الإعلامية، ويقترح حلولاً مبتكرة وعلمية للمشكلات المرتبطة بتخطيط وتنفيذ برامج العلاقات العامة، وإدارة الأزمات.

5. يُبادر بتطوير قدراته الذاتية باستقلالية على المستوى البحثي من خلال تحليل الظواهر الإعلامية وأثرها على المجتمع، ويُثبت القدرة على تقييم ومراقبة تطبيق المعايير الأخلاقية المهنية، والقدرة على الاندماج في بيئة مهنية مؤسسية في إطار التدريب الميداني، ويقترح برامج للمسؤولية الاجتماعية من واقع العمل في إنتاج مشروعات العلاقات العامة، أو خلال أنشطة وبرامج التدريب الميداني التخصصي.

تتماشى مخرجات تعلم البرنامج مع المستوى السابع من المنظومة الوطنية للمؤهلات

عند الانتهاء من دراسة هذا البرنامج يكون الطالب قادراً على أن:		
المخرج	التوافق مع الاطار الوطني للمؤهلات * UAE Qualification	** التوافق مع التوصيف بلوم
1. يشرح مفاهيم وأسس ونظريات الإعلام والاتصال الجماهيري والإعلام الجديد بكل فروعها والعلوم الإنسانية المرتبطة به ويوضح العلاقة الارتباطية بين تخصصات الإعلام والاتصال والتشريعات ومواثيق الشرف المهنية والأخلاقية المرتبطة بها.	K	1+2
2. يُطبق الأسس والقواعد النظرية للعمل الإعلامي على مهارات كتابة الرسائل الاتصالية بأنواعها المقروءة والمسموعة والمرئية، والترجمة والتصوير الرقمي والتصميم والتخطيط الإعلامي، ويستخدم البرمجيات في إنتاج المواد الإعلامية من نشرات ومطويات وملصقات وصحف ومجلات مطبوعة، وإنتاج الأفلام الوثائقية، ويُطبق مهاراته البحثية في إجراء الدراسات الكمية.	S	3
3. يُخطط برامج العلاقات العامة ومشروعات المسؤولية الاجتماعية للمنظمة، ويحلل المشكلات في مختلف جوانب الاتصال والعلاقات العامة بطرق علمية ونقدية، ويقترح الحلول المناسبة لها، مستخدماً في ذلك مختلف الطرق والأساليب العلمية والميدانية والإحصائية في التحليل والتفسير، ويُثبت القدرة على العمل ضمن فريق أو بمفرده في تصميم وإنتاج برامج ومشروعات العلاقات العامة والإعلان.	AR	3+4
4. يُثبت القدرة على العمل ضمن فريق في تنظيم الأنشطة والفعاليات وتطبيق قواعد البروتوكول الإتيكيت وتخطيط الحملات الإعلامية، ويقترح حلولاً مبتكرة وعلمية للمشكلات المرتبطة بتخطيط وتنفيذ برامج العلاقات العامة، وإدارة الأزمات.	RC	3+4
5. يُبادر بتطوير قدراته الذاتية باستقلالية على المستوى البحثي من خلال تحليل الظواهر الإعلامية وأثرها على المجتمع، ويُثبت القدرة على تقييم ومراقبة تطبيق المعايير الأخلاقية المهنية، والقدرة على الاندماج في بيئة مهنية مؤسسية في إطار التدريب الميداني، ويقترح برامج للمسؤولية الاجتماعية من واقع العمل في إنتاج مشروعات العلاقات العامة، أو خلال أنشطة وبرامج التدريب الميداني التخصصي.	SD	5
* UAE Qualification Framework: (K) Knowledge; (S) Skills; and, Competence--(AR)		

Autonomy and Responsibility, (RC) Role in Context, (SD) Self-Development.

****Blooms Taxonomy:** (1) Remember, (2) Understand, (3) Apply, (4), Analyze, (5) Evaluate, (6) Create; (AD) Affective Domain; and, (PD) Psychomotor Domain

هيكلية البرنامج الأكاديمي:

ملخص متطلبات البرنامج

الساعات المعتمدة			المتطلبات
إجمالي	اختياري	إجباري	
27	12	15	متطلبات التعليم العام (الإجبارية والاختيارية)
72	12	60	متطلبات البرنامج (الإجبارية والاختيارية)
27	9	18	متطلبات التخصص الدقيق (الإجبارية والاختيارية)
126	33	93	إجمالي الساعات المعتمدة

متطلبات البرنامج

متطلبات التعليم العام الإجبارية (15 ساعة معتمدة)			
#	رقم المساق	اسم المساق	الساعات المعتمدة
	COM-1143	English Communication Skills	3
	COM-1123	Arabic Communication Skills	3
	HUM-1613	دراسات إسلامية	3
	HUM-1633	مجتمع الإمارات	3
	LSS-2483	الابتكار وريادة الأعمال	3
متطلبات التعليم العام الاختيارية (12 ساعة معتمدة)			
#	رقم المساق	اسم المساق	الساعات المعتمدة
	COM-1153	الإنشاء وكتابة التقارير باللغة العربية	3
	ITC-1313	تطبيقات حاسوبية	3
	LSS-1473	المنطق والتفكير الناقد	3
	LSS-1463	الأخلاق وحقوق المواطنة	3
	LSS-1743	مدخل إلى العلوم السياسية	3
	LSS-1723	مدخل إلى علم النفس	3
	LSS-1733	مدخل إلى علم الاجتماع	3
	LSS-1853	مدخل إلى علم البيئة	3
	HUM-2623	مدخل إلى الدراسات الإنسانية	3
	COM-1113	Academic Writing 1	3
	COM-2123	Academic Writing 2	3
	COM-1133	Public Speaking	3
	MTH-1213	Mathematics (Algebra)	3

متطلبات البرنامج الإجبارية (60 ساعة معتمدة)

#	رقم المساق	اسم المساق	نظري	عملي	الساعات المعتمدة	المتطلب السابق
1	MPR-2353	وسائل الإعلام في دولة الإمارات	3	0	3	لا يوجد
2	BNS-2353	Web and Multimedia	2	2	3	لا يوجد
3	MPR-1113	مدخل إلى الاتصال الجماهيري	3	0	3	لا يوجد
4	MPR-2713	الاتصالات التسويقية المتكاملة	3	0	3	لا يوجد
5	MPR-1413	التحرير الإعلامي و الرقمي	2	2	3	لا يوجد
6	MPR-1133	نظريات الاتصال	3	0	3	MPR-1113
7	MPR-1153	مدخل إلى التصميم الجرافيكي	2	2	3	لا يوجد
8	MPR-2443	Media Writing in English	2	2	3	COM-1143
9	MPR-2213	أخلاقيات الإعلام وتشريعاته	3	0	3	لا يوجد
10	MPR-2433	Media Translation	2	2	3	COM-1143
11	MPR-3223	الرأي العام و الدعاية	3	0	3	لا يوجد
12	MPR-3233	مناهج بحوث الاتصال	2	2	3	MPR-1133
13	MPR-3613	التصوير الرقمي	2	2	3	لا يوجد
14	MPR-3313	Regional and International Organizations	3	0	3	لا يوجد
15	MPR-3643	التصميم الجرافيكي المتقدم	2	2	3	MPR-1153
16	MPR-3633	إنتاج المواد السمعية البصرية للعلاقات العامة	2	2	3	لا يوجد
17	MPR-4143	المجتمعات الافتراضية	3	0	3	لا يوجد
18	MPR-4733	استراتيجيات الإقناع	2	2	3	لا يوجد
19	MPR-4813	التدريب الميداني	0	30	3	إنهاء بنجاح ما لا يقل عن 90 ساعة معتمدة
20	MPR-4913	مشروع التخرج	0	3	3	إنهاء بنجاح ما لا يقل عن 96 ساعة معتمدة
متطلبات البرنامج الاختيارية (12 ساعة معتمدة)						
#	رقم المساق	اسم المساق	نظري	عملي	مجموع الساعات المعتمدة	
1	MPR-3323	الإعلام العربي والدولي	3	0	3	لا يوجد
2	MPR-3353	تكنولوجيا الاتصال	3	0	3	لا يوجد

لا يوجد	3	0	3	الاتصالات الاستراتيجية	MPR-3583	3
لا يوجد	3	0	3	إدارة المؤسسات الإعلامية	MPR-3533	4
لا يوجد	3	0	3	الإعلام وإدارة الأزمات	MPR-4523	5
لا يوجد	3	0	3	الاتصال المؤسسي	MPR-4543	6
متطلبات التخصص الدقيق الإجبارية (18 ساعة معتمدة)						
#	رقم المساق	اسم المساق	نظري	عملي	مجموع الساعات المعتمدة	
	MPR-1123	مدخل إلى العلاقات العامة و الإعلان	3	0	3	لا يوجد
	MPR-4423	الكتابة للعلاقات العامة	2	2	3	MPR-1413
	MPR-4513	إدارة العلاقات العامة و الإعلان	3	0	3	MPR-1123
	MPR-4563	تخطيط حملات العلاقات العامة وتنفيذها	2	2	3	MPR-1123
	MPR-4573	البروتوكول و الإتيكيت	2	2	3	MPR-1123
	MPR-4663	إنتاج المواد الإعلامية للعلاقات العامة	2	2	3	MPR-3633
متطلبات التخصص الدقيق الاختيارية (9 ساعات معتمدة)						
#	رقم المساق	اسم المساق	نظري	عملي	مجموع الساعات المعتمدة	
	MPR-3723	التسويق الاجتماعي الرقمي	2	2	3	MPR-2713
	MPR-4313	International Public Relations in English	3	0	3	MPR-1123
	MPR-4553	العلاقات تنظيم الأنشطة والفعاليات في العامة	2	2	3	MPR-1123
	MPR-4623	Online Public Relations	2	2	3	MPR-1123
	MPR-4713	موضوعات متخصصة في العلاقات العامة	3	0	3	MPR-4513

الخطة الاستراتيجية للبرنامج المقترح:

السنة الأولى: الفصل الأول					
رقم المساق	اسم المساق	نظري	عملي	الساعات المعتمدة	المتطلب السابق
COM-1143	English Communication Skills	3	0	3	لا يوجد
COM-1123	Arabic Communication Skills	3	0	3	لا يوجد
MPR-1113	مدخل إلى الاتصال الجماهيري	3	0	3	لا يوجد
MPR-1123	مدخل إلى العلاقات العامة والإعلان	3	0	3	لا يوجد
MPR-1153	مدخل إلى التصميم الجرافيكي	2	2	3	لا يوجد

السنة الأولى: الفصل الثاني					
رقم المساق	اسم المساق	نظري	عملي	الساعات المعتمدة	المتطلب السابق
ICT-1313	تطبيقات حاسوبية	3	0	3	لا يوجد
HUM-1613	دراسات إسلامية	3	0	3	لا يوجد
MPR-1413	التحرير الإعلامي و الرقمي	2	2	3	لا يوجد
MPR-1133	نظريات الاتصال	3	0	3	MPR-1113
LSS-1723	مدخل إلى علم النفس	3	0	3	لا يوجد
الفصل الصيفي اختياري					
السنة الثانية: الفصل الثالث					
رقم المساق	اسم المساق	نظري	عملي	الساعات المعتمدة	المتطلب السابق
HUM-1633	مجتمع الإمارات	3	0	3	لا يوجد
MPR-2353	وسائل الإعلام في دولة الإمارات	3	0	3	لا يوجد
MPR-2443	Media Writing in English	2	2	3	COM-1143
MPR-2213	أخلاقيات الإعلام وتثريته	3	0	3	لا يوجد
MPR-2713	الاتصالات التسويقية المتكاملة	3	0	3	لا يوجد
السنة الثانية: الفصل الرابع					
رقم المساق	اسم المساق	نظري	عملي	الساعات المعتمدة	المتطلب السابق
LSS-2483	الابتكار و ريادة الأعمال	3	0	3	لا يوجد
LSS-1733	مدخل إلى علم الاجتماع	3	0	3	لا يوجد
BNS-2353	Web and Multimedia	2	2	3	لا يوجد
HUM-2623	مدخل إلى الدراسات الإنسانية	3	0	3	لا يوجد
	متطلب عام اختياري				لا يوجد
الفصل الصيفي اختياري					
السنة الثالثة: الفصل الخامس					
رقم المساق	اسم المساق	نظري	عملي	الساعات المعتمدة	المتطلب السابق
LSS-1463	الأخلاق وحقوق المواطنة	3	0	3	لا يوجد
LSS-1853	مدخل إلى علم البيئة	3	0	3	لا يوجد
COM-1153	الإنشاء و كتابة التقارير باللغة العربية	3	0	3	لا يوجد
MPR-2433	Media Translation	2	2	3	COM-1143
MPR-3583	الاتصالات الاستراتيجية	3	0	3	لا يوجد
MPR-3633	إنتاج المواد السمعية بصرية للعلاقات العامة	2	2	3	لا يوجد
MPR-3643	التصميم الجرافيكي المتقدم	2	2	3	MPR-1153
السنة الثالثة: الفصل السادس					
رقم المساق	اسم المساق	نظري	عملي	الساعات المعتمدة	المتطلب السابق
MPR-3223	الرأي العام و الدعاية	3	0	3	لا يوجد
MPR-3233	مناهج بحوث الاتصال	2	2	3	MPR-1133
MPR-3313	Regional and International Organizations	3	0	3	لا يوجد
MPR-3323	الإعلام العربي و الدولي	3	0	3	لا يوجد
MPR-3353	تكنولوجيا الاتصال	3	0	3	لا يوجد
MPR-3533	إدارة المؤسسات الإعلامية	3	0	3	لا يوجد

MPR-3723	التسويق الاجتماعي و الرقمي	2	2	3	لا يوجد
الفصل الصيفي اختياري					
السنة الرابعة: الفصل السابع					
رمز و رقم المساق	اسم المساق	نظري	عملي	الساعات المعتمدة	المتطلب السابق
MPR-4513	إدارة العلاقات العامة و الإعلان	3	0	3	MPR-1123
MPR-4553	تنظيم الأنشطة والفعاليات في العلاقات العامة	2	2	3	MPR-1123
MPR-4543	الاتصال المؤسسي	3	0	3	MPR-1123
MPR-4573	البروتوكول و الإتيكيت	2	2	3	MPR-1123
MPR-4423	الكتابة للعلاقات العامة	2	2	3	MPR-1123
MPR-4313	International Public Relations	3	0	3	MPR-1123
السنة الرابعة: الفصل الثامن					
رمز و رقم المساق	اسم المساق	نظري	عملي	الساعات المعتمدة	
MPR-4623	Online Public Relations	2	2	3	MPR-1123
MPR-4663	إنتاج المواد الإعلامية للعلاقات العامة	2	2	3	MPR-3633
MPR-4563	تخطيط حملات العلاقات العامة وتنفيذها	2	2	3	MPR-4513
MPR-4713	موضوعات متخصصة في العلاقات العامة	3	0	3	لا يوجد
MPR-4813	التدريب الميداني	0	30	3	إنهاء بنجاح ما لا يقل عن 90 ساعة معتمدة
MPR-4913	مشروع التخرج	0	3	3	إنهاء بنجاح ما لا يقل عن 96 ساعة معتمدة
الفصل الصيفي اختياري					

دبلوم العلاقات العامة
هيكل البرنامج
ملخص متطلبات البرنامج

المتطلبات			الساعات المعتمدة	
			إجمالي	إجباري
متطلبات التعليم العام (الإلزامية و الاختيارية)			21	15
متطلبات البرنامج (الإلزامية و الاختيارية)			45	39
إجمالي الساعات المعتمدة			66	54

متطلبات البرنامج

متطلبات التعليم العام الإلزامية (15 ساعة معتمدة)			
#	رقم المساق	اسم المساق	الساعات المعتمدة
1.	COM-1143	English Communication Skills	3
2.	COM-1123	Arabic Communication Skills	3
3.	HUM-1613	دراسات إسلامية	3
4.	HUM-1633	مجتمع الإمارات	3
5.	LSS-2483	الابتكار وريادة الأعمال	3
متطلبات التعليم العام الاختيارية (6 ساعات معتمدة)			
	رقم المساق	اسم المساق	الساعات المعتمدة

3	الإشياء و كتابة التقارير باللغة العربية	COM-1153	1.
3	مبادئ الإحصاء	MTH-1223	2.
3	تطبيقات حاسوبية	ITC-1313	3.
3	المنطق و التفكير الناقد	LSS-1473	4.
3	الأخلاق و حقوق المواطنة	LSS-1463	5.
3	مدخل إلى العلوم السياسية	LSS-1743	6.
3	مدخل إلى علم النفس	LSS-1723	7.
3	مدخل إلى علم الاجتماع	LSS-1733	8.
3	مدخل إلى علم البيئة	LSS-1853	9.
3	مدخل إلى الدراسات الإنسانية	HUM-2623	10.
3	Academic Writing 1	COM-1113	11.
3	Academic Writing 2	COM-2123	12.
3	Public Speaking	COM-1133	13.
3	Mathematics (Algebra)	MTH-1213	14.

متطلبات البرنامج الإلزامية (39 ساعة معتمدة)				
#	رقم المساق	اسم المساق	الساعات المعتمدة	المتطلب السابق
1.	MPR-1113	مدخل إلى الاتصال الجماهيري	3	لا يوجد
2.	MPR-1123	مدخل إلى العلاقات العامة و الإعلان	3	لا يوجد
3.	MPR-1133	نظريات الاتصال	3	MPR-1113
4.	MPR-2213	أخلاقيات الإعلام و تشريعاته	3	لا يوجد
5.	MPR-3223	الرأي العام و الدعاية	3	لا يوجد
6.	MPR-2713	الاتصالات التسويقية المتكاملة	3	لا يوجد
7.	MPR-4423	الكتابة للعلاقات العامة	3	MPR-1123
8.	MPR-4513	إدارة العلاقات العامة و الإعلان	3	MPR-1123
9.	MPR-4563	تخطيط حملات العلاقات العامة و تنفيذها	3	MPR-1123
10.	MPR-4573	البروتوكول و الإتيكيت	3	MPR-1123
11.	MPR-4663	إنتاج المواد الإعلامية للعلاقات العامة	3	MPR-4423
12.	MPR-4553	تنظيم الأنشطة و الفعاليات في العلاقات العامة	3	MPR-1123
13.	MPR-4813	التدريب الميداني	3	لا يوجد
متطلبات البرنامج الاختيارية (6 ساعات معتمدة)				
#	رقم المساق	اسم المساق	الساعات المعتمدة	المتطلب السابق
1.	MPR-3323	الإعلام العربي والدولي	3	لا يوجد
2.	MPR-3353	تكنولوجيا الاتصال	3	لا يوجد
3.	MPR-3583	الاتصالات الاستراتيجية	3	لا يوجد
4.	MPR-3533	إدارة المؤسسات الإعلامية	3	لا يوجد
5.	MPR-4523	الإعلام وإدارة الأزمات	3	لا يوجد
6.	MPR-3723	التسويق الاجتماعي الرقمي	3	لا يوجد
7.	MPR-4313	International Public Relations	3	لا يوجد
8.	MPR-4623	Online Public Relations	3	لا يوجد
9.	MPR-4543	الاتصال المؤسسي	3	لا يوجد
10.	MPR-4713	موضوعات متخصصة في العلاقات العامة	3	لا يوجد

الخطة الاستراتيجية لبرنامج دبلوم العلاقات العامة

السنة الأولى: الفصل الأول

رقم المساق	اسم المساق	الساعات المعتمدة	المتطلب السابق
COM-1143	English Communication Skills	3	لا يوجد
COM-1123	Arabic Communication Skills	3	لا يوجد
MPR-1113	مدخل إلى الاتصال الجماهيري	3	لا يوجد
MPR-1123	مدخل إلى العلاقات العامة والإعلان	3	لا يوجد
HUM-1613	دراسات إسلامية	3	لا يوجد
السنة الأولى: الفصل الثاني			
رقم المساق	اسم المساق	الساعات المعتمدة	المتطلب السابق
HUM-1633	مجتمع الإمارات	3	لا يوجد
LSS-2483	الابتكار وريادة الأعمال	3	لا يوجد
MPR-2213	أخلاقيات الإعلام وتشريعاته	3	لا يوجد
MPR-1133	نظريات الاتصال	3	MPR-1113
LSS-1723	مدخل إلى علم النفس	3	لا يوجد
الفصل الصيفي اختياري			
السنة الثانية: الفصل الثالث			
رقم المساق	اسم المساق	الساعات المعتمدة	المتطلب السابق
COM-1153	الإنشاء وكتابة التقارير باللغة العربية	3	لا يوجد
MPR-2713	الاتصالات التسويقية المتكاملة	3	لا يوجد
MPR-4423	الكتابة للعلاقات العامة	3	MPR-1123
MPR-4513	إدارة العلاقات العامة والإعلان	3	لا يوجد
MPR-4543	الاتصال المؤسسي	3	لا يوجد
السنة الثانية: الفصل الرابع			
رقم المساق	اسم المساق	الساعات المعتمدة	المتطلب السابق
MPR-4563	تخطيط حملات العلاقات العامة وتنفيذها	3	MPR-1123
MPR-4573	البروتوكول والإتيكيت	3	MPR-1123
MPR-4663	إنتاج المواد الإعلامية للعلاقات العامة	3	MPR-4423
MPR-4553	تنظيم الأنشطة والفعاليات في العلاقات العامة	3	MPR-1123
MPR-4813	التدريب الميداني	3	بعد إنهاء دراسة 51 ساعة معتمدة
الفصل الصيفي اختياري			

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College of Arts, Social Sciences and Humanities (CASSH)

College of Arts, Social Sciences and Humanities (CASSH)

- Bachelor in Arabic Language & Literature
- Bachelor of Arts in Family Sciences Major Human Rights
- Bachelor of Arts in Family Science Major Social Counseling
- Bachelor of Arts in Family Sciences Major Social Services Management
- Diploma in Family Sciences (2 years)

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تقوم كُلية الآداب والعلوم الإنسانية في الوقت الحاضر بطرح برنامجين وهما:

أولاً: بكالوريوس اللغة العربية وآدابها:

وتسعى الكلية من خلال برنامج بكالوريوس اللغة العربية وآدابها إلى توفير نوعية مميزة من الخريجين الذين يدركون الأسس النظرية والعلمية في استخدام اللغة العربية في المجالات المتنوعة، والاستخدامات الرسمية، بعد تمكنهم من المهارات الاتصالية المتنوعة (كتابة - قراءة - تحليل - بحث - حل مشكلات)، وذلك بكتابة المقالات والتقارير الوظيفية بكفاءة ودقة، ومناقشة القضايا اللغوية والأدبية التي تهم المجتمع. كما يسعى البرنامج إلى التسلح بآليات التواصل البناء، وإدارة الحوار الإيجابي مع الآخرين، سواء على المستوى الشفوي أو الكتابي، والعمل بروح الفريق.

رسالة البرنامج

تحقيق التميز الأكاديمي والبحثي في اللغة العربية، ورفع جاهزية الكفايات اللغوية والأدبية لمتخصصي اللغة العربية خاصة، وفي مجال الآداب والعلوم الاجتماعية والإنسانية عامة.

مخرجات البرنامج

بعد الانتهاء من دراسة هذا البرنامج يكون الطالب قادراً على أن:

1. يدرك الأسس النظرية والعلمية في استخدام اللغة العربية في مجالات الفنون والأدب وفي الاستخدامات الرسمية.
2. يناقش وبشكل مقنع القضايا اللغوية والأدبية التي تهم المجتمع.
3. يتمكن من المهارات اللغوية المختلفة (الحديث، والاستماع، والكتابة، والقراءة)، وتوظيفها في كتابة المقالات والتقارير الوظيفية بكفاءة ودقة.
4. يُطوِّع الوسائط التعليمية وتكنولوجيا المعلومات لخدمة تنمية مهارات اللغة العربية.
5. يدرك آليات التواصل البناء وإدارة الحوار الإيجابي مع الآخر، سواء على المستوى الشفوي أو الكتابي.
6. يدرك عناصر العملية الإبداعية (النص، المبدع، والمتلقي)، ويكشف عن فعالية كل عنصر في تحقيق الأثر المأمول من تحليل النصوص الأدبية الرفيعة.
7. يعي الدور التأثيري لمعطيات الزمان والمكان على المبدع والنص الذي أبدعه.

بكالوريوس في اللغة العربية وآدابها

ملخص هيكل البرنامج من حيث المقررات الأساسية وتوزيع الساعات المعتمدة

عدد الساعات المعتمدة			المتطلبات
إجمالي	اختياري	إلزامي	
24	9	15	متطلبات التعليم العام (الإلزامية والاختيارية)
102	9	93	متطلبات البرنامج (الإلزامية والاختيارية)
126	18	108	إجمالي الساعات المعتمدة

المتطلبات الأساسية للتعليم العام = 24 ساعة معتمدة

متطلبات التعليم العام الإلزامية (15 ساعة معتمدة)			
#	رمز المساق	اسم المساق	عدد الساعات المعتمدة
	COM-1143	مهارات الاتصال باللغة الإنجليزية	3
	COM-1123	مهارات الاتصال باللغة العربية	3
	HUM-1613	دراسات إسلامية	3
	HUM-1633	مجتمع الإمارات	3

3	الابتكار وريادة الأعمال	LSS-2483	
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متطلبات التعليم العام الاختيارية (9 ساعات معتمدة)			
عدد الساعات المعتمدة	اسم المساق	رمز المساق	
3	تطبيقات حاسوبية	ICT-1313	
3	المنطق والتفكير الناقد	LSS-1473	
3	مدخل إلى علم النفس	LSS-1723	
3	مدخل إلى علم الاجتماع	LSS-1733	
3	الكتابة الأكاديمية 1	COM-1113	
3	الكتابة الأكاديمية 2	COM-2123	
3	الخطابة العامة	COM-1133	
3	الرياضيات (الجبر)	MTH-1213	
3	الأخلاق وحقوق المواطنة	LSS-1463	
3	مدخل إلى العلوم السياسية	LSS-1743	
3	مدخل إلى علم البيئة	LSS-1853	
3	مدخل إلى الدراسات الإنسانية	HUM-2623	

المتطلبات الأساسية للبرنامج = 102 ساعة معتمدة

متطلبات البرنامج الإجبارية (93 ساعة معتمدة)			
#	رمز المساق	اسم المساق	عدد الساعات المعتمدة
	ARB-1103	النحو وتطبيقاته 1	3
	ARB-1113	النحو وتطبيقاته 2	3
	ARB-2123	النحو وتطبيقاته 3	3
	ARB-2133	النحو وتطبيقاته 4	3
	ARB-3143	النحو وتطبيقاته 5	3
	ARB-3153	النحو وتطبيقاته 6	3
	ARB-1173	الصرف 1	3
	ARB-2173	الصرف 2	3
	ARB-3183	التصحيح اللغوي	3
	ARB-1213	علم الأصوات	3
	ARB-2223	فقه اللغة	3
	ARB-2243	اللسانيات العامة والدلالة	3
	ARB-1303	الأدب الجاهلي وقضاياها	3
	ARB-3123	الأدب في صدر الإسلام والعصر الأموي	3
	ARB-3323	الأدب العباسي 1 الشعر	3
	ARB-3333	الأدب العباسي 2 النثر	3
	ARB-4353	الشعر العربي الحديث	3
	ARB-3733	الأدب الأندلسي والمغربي	3
	ARB-4383	النثر العربي الحديث	3
	ARB-1403	البلاغة 1	3
	ARB-2413	البلاغة 2	3
	ARB-3423	تطبيقات أسلوبية وبلاغية	3
	ARB-3433	العروض والقافية	3

3	النقد الأدبي القديم	ARB-2443	
3	النقد الأدبي الحديث	ARB-4453	
3	نصوص الأدب الجاهلي وتحليلها	ARB-3463	
3	الأدب المقارن	ARB-4473	
3	المكتبة العربية	ARB-2513	
3	مناهج البحث في اللغة والأدب	ARB-4533	
3	مشروع بحث تطبيقي	ARB-4913	
3	التدريب العملي	ARB-4813	
متطلبات البرنامج الاختيارية (9 ساعات معتمدة)			
#	رمز المساق	اسم المساق	عدد الساعات المعتمدة
1.	ARB-1193	تاريخ النحو العربي	3
2.	ARB-2233	الكتابة المتخصصة	3
3.	ARB-2393	الأدب الشعبي	3
4.	ARB-3253	دراسات معجمية	3
5.	ARB-3443	أدب الخليج	3
6.	ARB-4363	أدب الطفل	3
7.	ARB-3523	مناهج تحقيق التراث	3
8.	ARB-4713	موضوعات متخصصة في اللغة العربية	3

الخطة الدراسية والخطة الإرشادية

سنة 1: ثلاثون (30) ساعة معتمدة

الفصل 2 (15) ساعة

الفصل 1 (15) ساعة

م	رمز المساق	اسم المساق	س.م	المتطلب السابق	م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	COM 1123	مهارات الاتصال والتحليل باللغة العربية	3	لا يوجد	1	COM1143	مهارات الاتصال والتحليل باللغة الإنجليزية	3	لا يوجد
2.	ARB-1103	النحو وتطبيقاته 1	3	لا يوجد	2	ARB-1173	الصرف 1	3	لا يوجد
3.	ARB-1403	البلاغة 1	3	لا يوجد	3	ARB-1113	النحو وتطبيقاته 2	3	النحو وتطبيقاته (1)
4.	ARB-1303	الأدب الجاهلي وقضاياه	3	لا يوجد	4	ARB-3463	نصوص الأدب الجاهلي وتحليلها	3	الأدب الجاهلي وقضاياه
5.	HUM1613	دراسات إسلامية	3	لا يوجد	5		متطلب جامعة اختياري	3	لا يوجد
		المجموع	15				المجموع	15	

السنة 2: ثلاث وثلاثون (33) ساعة معتمدة

الفصل 4 (15) ساعة

الفصل 3 (18) ساعة

م	رمز المساق	اسم المساق	س.م	المتطلب السابق	م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	ARB-3433	العروض والقافية	3	لا يوجد	1	LSS 2483	الابتكار وريادة الأعمال	3	لا يوجد
2.	ARB-2123	النحو وتطبيقاته 3	3	النحو وتطبيقاته 2	2	ARB-2173	الصرف 2	3	الصرف 1
3.	ARB-2413	البلاغة 2	3	البلاغة 1	3	ARB-2133	النحو وتطبيقاته 4	3	النحو وتطبيقاته (3)

4.	ARB-3123	الأدب في صدر الإسلام والعصر الأموي	3	لا يوجد	4	ARB-3323	الأدب العباسي 1 الشعر	3	الأدب الجاهلي وقضاياه
5.	ARB-2513	المكتبة العربية	3	لا يوجد	5	ARB-1213	علم الأصوات	3	لا يوجد
6.		متطلب جامعة اختياري	3						
		المجموع	18				المجموع	15	

السنة 3: ثلاث وثلاثون (33) ساعة معتمدة

الفصل 6 (15) ساعة

الفصل 5 (18) ساعة

م	رمز المساق	رمز المساق	س.م	المتطلب السابق	م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	HUM1633	مجتمع الإمارات	3	لا يوجد	1	ARB-3423	تطبيقات أسلوبية وبلاغية	3	البلاغة 2
2.	ARB-3143	النحو وتطبيقاته 5	3	النحو وتطبيقات 4هـ	2	ARB-3733	الأدب الأندلسي والمغربي	3	الصرف 1
3.	ARB-2443	النقد الأدبي القديم	3	البلاغة 1	3	ARB-3153	النحو وتطبيقاته 6	3	النحو وتطبيقاته (5)
4.	ARB-2223	فقه اللغة	3	لا يوجد	4		متطلب برنامج اختياري	3	
5.		متطلب برنامج اختياري	3	لا يوجد	5	ARB-2243	اللسانيات العامة والدلالة	3	لا يوجد
6.		متطلب جامعة اختياري	3						
		المجموع	18				المجموع	15	

السنة 4: ثلاث وثلاثون (30) ساعة معتمدة

الفصل 8 (15) ساعة

الفصل 7 (15) ساعة

م	رقم المساق	رمز المساق	س.م	المتطلب السابق	م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	ARB-3183	التصحيح اللغوي	3	النحو وتطبيقاته 1، النحو وتطبيقاته 2	1	ARB-4383	النثر العربي الحديث	3	
2.	ARB-4353	الشعر العربي الحديث	3		2	ARB-4473	الأدب المقارن	3	النقد الأدبي الحديث
3.	ARB-4453	النقد الأدبي الحديث	3	النقد الأدبي القديم	3	ARB-4913	مشروع بحث تطبيقي	3	مناهج البحث في اللغة والأدب
4.	ARB-4533	مناهج البحث في اللغة والأدب	3		3		متطلب برنامج اختياري	3	
5.	ARB-3333	الأدب العباسي 2 النثر	3		3	ARB-4813	التدريب العملي	3	
		المجموع	15				المجموع	15	

ثانياً: بكالوريوس الآداب في العلوم الأسرية:

يصب اهتمام الكلية في إعداد الطالب مهنيًا ووظيفيًا وتربوياً من خلال مجموعة من المناهج والأنشطة التي تجسّد المعنى الحقيقي لتطوير وتنمية قدرات الطالبات الإبداعية وإفساح المجال للطالب للتعبير عنها من خلال مختلف الوسائل المتاحة في مجال تخصصاتهن، والتركيز على مهارات الاتصال المختلفة التي تؤهلن للتفاعل الإيجابي على كافة الأصعدة منها الأسرية والاجتماعية.

1. بكالوريوس الآداب في العلوم الأسرية تخصص الإرشاد المجتمعي

أهداف البرنامج

تهدف خطة تخصص (الإرشاد المجتمعي) إلى إعداد الكوادر البشرية المؤهلة علمياً وعملياً في كافة جوانب هذا التخصص وفي مجالات عمل المرأة في البيت أو المجتمع، وتتضمن الأهداف التفصيلية ما يلي:

تعريف الخريجات بالأسس العلمية للإرشاد الأسري.

تطبيق تلك الأسس في الكلية والمؤسسات ذات الصلة كالمحاكم أو الجمعيات التي تهتم بالأسرة والمرأة.

توفير الكوادر البشرية المؤهلة علمياً وعملياً للإرشاد المجتمعي.

تنمية وتشجيع البحث العلمي في ميادين الإرشاد الأسري.

تنمية مهارات اتخاذ القرار في القضايا التي تخص الأسرة والمجتمع.

توفير أساس علمي مناسب للطالبات، للدراسات العليا في مجال الإرشاد.

مخرجات البرنامج

بعد إكمال الطالبة للبرنامج الدراسي لبكالوريوس الآداب في العلوم الأسرية – تخصص إرشاد أسري، يتوقع منها أن تكون قادرة على أن:

تبين المبادئ والأسس العلمية للإرشاد الأسري

ترتيب بين مصادر المعرفة الحالية والاتجاهات الحديثة مستخدمة الأساليب المعاصرة.

تطبق المهارات التحليلية والعملية في الإعداد لجلسات الإرشاد الأسري وإدارتها، بصورة متقنة ومميزة ضمن فريق عمل الإرشادية.

تلتزم بالمعايير الأخلاقية والضوابط المهنية خلال ممارستها لوظيفتها المرتبطة بالإرشاد الأسري وفق المعايير الشرعية وتشريعات دولة الإمارات العربية المتحدة.

تصميم برامج إرشادية وتوعوية في مجال الإرشاد الأسري.

تقوم ذاتها وممارستها الإرشادية لاكتساب مهارات وخبرات جديدة.

تبحث وتطبق حلول عملية حديثة مرتبطة بالإرشاد الأسري، حسب المعايير الشرعية وتشريعات دولة الإمارات العربية المتحدة.

فرص العمل

- العمل مرشدة أسرية في بيتها ضمن أسرتها وأهلها ومجتمعها.
- العمل في المحاكم الشرعية.
- العمل في المؤسسات التي تهتم بالأسرة والطفولة.
- العمل في المؤسسات الرسمية التي تهتم بالإرشاد الزواجي والأسري.
- العمل في المؤسسات التربوية.
- العمل في مجال حقوق الانسان.
- العمل في المؤسسات المتخصصة بتربية ذوي الاحتياجات الخاصة (أصحاب الهمم).

الخطة الدراسية

تفصيل البرنامج الدراسي

المتطلبات	عدد الساعات المعتمدة
متطلبات عامة	30
متطلبات العلوم الأسرية	36
متطلبات تخصص الإرشاد المجتمعي	60
إجمالي متطلبات التخرج	126

أولاً: المتطلبات الجامعية العامة (30 ساعة معتمدة)

م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	متطع 1000	الثقافة الإسلامية	3	
2.	متطع 1010	لغة عربية (1)	3	
3.	متطع 1020	لغة عربية (2)	3	متطع 1010
4.	متطع 1030	لغة انجليزية (1)	3	
5.	متطع 1040	لغة انجليزية (2)	3	متطع 1030
6.	متطع 1050	مقدمة في الحاسب الآلي	3	
7.	متطع 1060	المدخل إلى علم النفس	3	
8.	متطع 1070	المدخل إلى علم الاجتماع	3	
9.	متطع 1090	الإحصاء	3	
10.	متطع 1100	مناهج البحث الاجتماعي	3	

ثانياً: متطلبات العلوم الأسرية (36 ساعة معتمدة)

المساقات الإجبارية 30 (ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	أسرة 2000	حقوق الإنسان	3	
2.	أسرة 2010	إدارة الموارد الأسرية	3	
3.	أسرة 2020	تربية الطفل	3	
4.	أسرة 2030	علم الاجتماع الأسري	3	متطع 1070
5.	أسرة 2040	علم نفس النمو	3	متطع 1060
6.	أسرة 2050	مدخل إلى فقه الأسرة	3	
7.	أسرة 2060	المدخل إلى علم الغذاء والتغذية	3	
8.	أسرة 2070	الرعاية الصحية للأسرة	3	
9.	منزل 2000	فن تجميل المرأة	3	
10.	منزل 2010	تصميم وتنفيذ الملابس	3	

المساقات الاختيارية تختار الطالبة مساقين فقط من المساقات الدراسية الآتية (6 ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	أسرة 2080	المدخل إلى علم الفقه وأصوله	3	
2.	أسرة 2090	التربية الوطنية	3	
3.	أسرة 2100	المدخل إلى القرآن والسنة	3	
4.	منزل 2020	التصميم الداخلي للمنزل	3	
5.	منزل 2030	الرياضة داخل المنزل	3	
6.	منزل 2040	فن الطهي وإدارة المطبخ	3	أسرة 2060

ثالثاً: متطلبات تخصص الإرشاد المجتمعي

المساقات الإجبارية (54 ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	إرشاد 3000	علم النفس الاجتماعي	3	متطع 1060
2.	إرشاد 3010	مقدمة في الصحة النفسية	3	متطع 1060
3.	إرشاد 3020	اضطرابات الشخصية	3	
4.	إرشاد 3030	نظريات الإرشاد الأسري	3	متطع 1060
5.	إرشاد 3040	إرشاد الأطفال والمراهقين	3	أسرة 2040
6.	إرشاد 3050	إرشاد الشباب والمسنين	3	إرشاد 3030
7.	إرشاد 3060	الإرشاد المدرسي	3	
8.	إرشاد 3070	المشكلات الاجتماعية والأسرية	3	
9.	إرشاد 3080	التربية الجنسية داخل الأسرة	3	
10.	إرشاد 4000	المهارات الإرشادية	3	
11.	إرشاد 4010	الإرشاد والتوجيه الزواجي والأسري	3	إرشاد 3030
12.	إرشاد 4020	مقدمة في الاختبارات والمقاييس النفسية	3	متطع 1090
13.	إرشاد 4030	الإرشاد الأسري في وسائل الإتصال	3	
14.	إرشاد 4040	إعداد برامج توعوية في الإرشاد الأسري والمجتمعي	3	100 س.م.
15.	حقوق 4040	قانون العمل والتشريعات الاجتماعية	3	
16.	حقوق 4080	النظام القانوني للإرشاد الأسري	3	
17.	تخرج 4000	التدريب الميداني	3	120 س.م.
18.	تخرج 4010	مشروع التخرج	3	100 س.م.

المساقات الاختيارية تختار الطالبة مساقين فقط من المساقات الدراسية الآتية (6 ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	تربية 4040	صعوبات التعلم		أسرة 2040
2.	تربية 3070	رسوم وألعاب الأطفال		أسرة 2040
3.	إرشاد 4060	تعديل السلوك الإنساني		إرشاد 3030
4.	إرشاد 4050	الإرشاد الجمعي		إرشاد 3030

2. بكالوريوس الآداب في العلوم الأسرية تخصص "إدارة الخدمات الاجتماعية"

أهداف البرنامج

- تأهيل الطالبة معرفياً ومهارياً للعمل في مجال تقديم الخدمات
- تدريب الطالبة على تصميم الخطط الاستراتيجية والتشغيلية لمؤسسات الرعاية الاجتماعية
- الإسهام في توفير الاحتياجات المحلية من الكوادر البشرية المؤهلة إدارياً واجتماعياً ونفسياً وفنياً في مجال إدارة الخدمة الاجتماعية بما يتوافق ومتطلبات سوق العمل
- تمكين مؤسسات الرعاية الاجتماعية من القيام بدورها في رعاية الفرد من خلال تطبيق أفضل الممارسات الإدارية العالمية بما يتوافق مع قيم المجتمع ومبادئه
- تشجيع البحث العلمي في مجال دراسة ومعالجة المشكلات الاجتماعية والظواهر الموجودة في المجتمع وفي مجال التطوير الإداري للخدمات الاجتماعية ودعم حركة التأليف والترجمة ذات الصلة بالخدمة الاجتماعية، والمساهمة في عقد المؤتمرات والندوات وورش العمل داخل الكلية، أو المشاركة فيها خارجها

مخرجات البرنامج

- بعد إكمال الطالب للبرنامج الدراسي لبيكالوريوس آداب أمومة وعلوم الأسرة - تخصص إدارة الخدمات الاجتماعية، يتوقع منها أن تكون قادرة على أن:
- تبين وتفسر المفاهيم والمعارف النظرية الخاصة بآليات إدارة الخدمات الاجتماعية
 - تطبق مهارات العمل المختلفة الخاصة بمجالات الممارسة المهنية للخدمة الاجتماعية.
 - تطبق المفاهيم والمهارات الإدارية المختلفة في مؤسسات الخدمة الاجتماعية المختلفة.
 - تلتزم بالمعايير الأخلاقية والضوابط المهنية وتراعي النظم الإدارية للمؤسسات الاجتماعية في دولة الإمارات العربية المتحدة خلال ممارستها لوظيفتها الإدارية.
 - تنمي وتطور قدراتها ومهاراتها المهنية من خلال الممارسة المهنية وتحت إشراف مهني، وتبتكر طرقاً جديدة في التعامل مع المشكلات تتناسب مع التغيرات المجتمعية والعالمية.
 - تطبق مهارات البحث العلمي في توفير الحلول والاستفادة من أفضل الممارسات العالمية في مجال إدارة الخدمات الاجتماعية بما يتوافق وقيم المؤسسة ومبادئها.

فرص العمل

أولاً: أخصائية اجتماعية في المؤسسات الآتية:

- مؤسسات رعاية الأسرة والطفولة بجميع أنواعها مثل (دور رعاية الأيتام، دور رعاية المسنين، دور رعاية المعاقين، مراكز الطفولة والنشئين، دور رعاية وحماية المرأة. الخ).
- مؤسسات الإرشاد الأسري
- مؤسسات وزارة تنمية المجتمع
- وزارة التربية والتعليم
- وزارة الصحة
- مؤسسات الإصلاح والتأهيل
- مؤسسات المجتمع المدني: مثل الجمعيات الخيرية، الجمعيات النسائية، النوادي الرياضية والثقافية والاجتماعية

ثانياً: المجال الإداري:

- مختلف الوظائف الإدارية والقيادية في مختلف المؤسسات الاجتماعية في القطاعين العام والخاص
- مجال العمل الخاص: تأسيس وإدارة المشاريع الخاصة في مجال الخدمات المجتمعية

الخطة الدراسية

تفصيل البرنامج الدراسي

المتطلبات	عدد الساعات المعتمدة
متطلبات عامة	30
متطلبات العلوم الأسرية	36
متطلبات تخصص إدارة الخدمات الاجتماعية	60
إجمالي متطلبات التخرج	126

أولاً: المتطلبات الجامعية العامة (30 ساعة معتمدة)

م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	متطع 1000	الثقافة الإسلامية	3	
2.	متطع 1010	لغة عربية (1)	3	
3.	متطع 1020	لغة عربية (2)	3	متطع 1010
4.	متطع 1030	لغة انجليزية (1)	3	
5.	متطع 1040	لغة انجليزية (2)	3	متطع 1030
6.	متطع 1050	مقدمة في الحاسب الآلي	3	
7.	متطع 1060	المدخل إلى علم النفس	3	
8.	متطع 1070	المدخل إلى علم الاجتماع	3	

9.	متطع 1090	الإحصاء	3	
10.	متطع 1100	مناهج البحث الاجتماعي	3	

ثانياً: متطلبات العلوم الأسرية (36 ساعة معتمدة)

المساقات الإجبارية 30 (ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	أسرة 2000	حقوق الإنسان	3	
2.	أسرة 2010	إدارة الموارد الأسرية	3	
3.	أسرة 2020	تربية الطفل	3	
4.	أسرة 2030	علم الاجتماع الأسري	3	متطع 1070
5.	أسرة 2040	علم نفس النمو	3	متطع 1060
6.	أسرة 2050	مدخل إلى فقه الأسرة	3	
7.	أسرة 2060	المدخل إلى علم الغذاء والتغذية	3	
8.	أسرة 2070	الرعاية الصحية للأسرة	3	
9.	منزل 2000	فن تجميل المرأة	3	
10.	منزل 2010	تصميم وتنفيذ الملابس	3	

المساقات الاختيارية تختار الطالبة مساقين فقط من المساقات الدراسية الآتية (6 ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	أسرة 2080	المدخل إلى علم الفقه وأصوله	3	
2.	أسرة 2090	التربية الوطنية	3	
3.	أسرة 2100	المدخل إلى القرآن والسنة	3	
4.	منزل 2020	التصميم الداخلي للمنزل	3	
5.	منزل 2030	الرياضة داخل المنزل	3	
6.	منزل 2040	فن الطهي وإدارة المطبخ	3	أسرة 2060

ثالثاً: متطلبات تخصص الخدمات الاجتماعية

المساقات الإجبارية (54 ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	خدمة 3000	المدخل إلى الخدمة الاجتماعية	3	
2.	إدارة 3000	مبادئ الإدارة والأعمال	3	
3.	خدمة 3010	رعاية ذوي الاحتياجات الخاصة (ذوي الهمم)	3	
4.	خدمة 3020	علم الاجتماع التنظيم	3	
5.	خدمة 3030	الحماية الاجتماعية الشاملة	3	خدمة 3000
6.	إدارة 3010	إدارة الموارد البشرية	3	إدارة 3000
7.	إدارة 3020	إدارة العلاقات العامة	3	إدارة 3000
8.	إدارة 3030	تسويق الخدمات	3	
9.	خدمة 4000	التخطيط و التنمية الاجتماعية	3	خدمة 3030
10.	إدارة 4000	تأسيس وإدارة المشروعات الصغيرة	3	
11.	إدارة 4010	إدارة المؤسسات الاجتماعية	3	إدارة 3000
12.	إدارة 4020	إدارة المشاريع والبرامج الاجتماعية	3	إدارة 4000
13.	حقوق 3150	الإصلاح والتوجيه الأسري	3	
14.	إرشاد 3090	علم النفس التربوي	3	
15.	إرشاد 3070	المشكلات الاجتماعية والأسرية	3	
16.	حقوق 4040	قانون العمل و التشريعات الاجتماعية	3	
17.	تخرج 4000	التدريب الميداني	3	120 س.م.

18.	تخرج 4010	مشروع التخرج	3	100 س.م.
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المسابقات الاختيارية تختار الطالبية مساقين فقط من المسابقات الدراسية الآتية (6 ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	إدارة 3040	أساسيات الإدارة المالية	3	إدارة 3000
2.	إرشاد 3010	مقدمة في الصحة النفسية	3	أسرة 2040
3.	خدمة 3040	العمل التطوعي	3	إرشاد 3030
4.	خدمة 3050	إدارة خدمات رعاية الشباب	3	إرشاد 3030
5.	خدمة 4010	التدخل المهني في الخدمة الاجتماعية	3	

3. بكالوريوس الآداب في العلوم الأسرية تخصص "حقوق الإنسان"

أهداف البرنامج

- تهدف خطة تخصص حقوق الإنسان الى إعداد انسان مؤهل علميا وعمليا للقيام بدوره في احترام حقوق الإنسان وتطبيقها والدفاع عنها، على وفق ما يلي:
- تعريف الطالبية بحقوق الإنسان وحقوق المرأة وحقوق الفئات المستضعفة في المجتمع الإنساني.
 - تطبيق قواعد حقوق الإنسان ومبادئها في البيت والأسرة والمجتمع. توفير عناصر بشرية مؤهلة علميا وعمليا للدفاع عن هذه الحقوق.
 - تنمية وتشجيع البحث العلمي في مجالات حقوق الإنسان المختلفة.
 - توفير أساس علمي مناسب للطالبات، للدراسات العليا في مجال حقوق الإنسان.
 - إعداد كوادر مؤهلة للعمل في الإدارات المعنية بحقوق الإنسان

مخرجات البرنامج

- بعد إكمال الطالبية للبرنامج الدراسي لبكالوريوس آداب أمومة وعلوم الأسرية – مسار حقوق الانسان، يتوقع منها أن تكون قادرة على أن:
- توضح بعض حقوق الانسان وحقوق المرأة في التشريعات الدولية والمحلية.
 - تميز التحديات التي تواجه الانسان في المجتمعات الخليجية والعربية والعالمية وكيفية مواجهتها
 - تشرح المفاهيم الدولية الخاصة بحقوق الانسان واجراءات اقتضاء هذه الحقوق
 - تساهم في المؤتمرات والندوات بمعارفها التي اكتسبتها في هذا البرنامج
 - تتواصل من التواصل مع المؤسسات والهيئات ذات العلاقة بحقوق الانسان
 - تمارس بمهارات التدخل لفض النزاعات التي يكون سببها انتهاكات حقوق الانسان.

فرص العمل

- تأهيل الدارسين للعمل في المنظمات المعنية بحقوق الإنسان والمرأة والطفل
- العمل في منظمات المجتمع المدني المختلفة
- تعزيز اداء المتعاملين في ميدان الشرطة بما يخص مراعاتهم لحقوق الإنسان
- الأقسام المعنية بفض النزاعات العمالية المتعلقة بحقوق الإنسان في القطاعين العام والخاص.
- الجمعيات والمؤسسات الأهلية ذات النفع العام المتخصصة بحماية حقوق الإنسان
- الادارات الحكومية المعنية بحقوق الإنسان.

الخطة الدراسية

تفصيل البرنامج الدراسي

المتطلبات	عدد الساعات المعتمدة
متطلبات عامة	30
متطلبات العلوم الأسرية	36
متطلبات تخصص إدارة الخدمات الاجتماعية	60
إجمالي متطلبات التخرج	126

أولاً: المتطلبات الجامعية العامة (30 ساعة معتمدة)

م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	متطع 1000	الثقافة الإسلامية	3	
2.	متطع 1010	لغة عربية (1)	3	
3.	متطع 1020	لغة عربية (2)	3	متطع 1010
4.	متطع 1030	لغة انجليزية (1)	3	
5.	متطع 1040	لغة انجليزية (2)	3	متطع 1030
6.	متطع 1050	مقدمة في الحاسب الآلي	3	
7.	متطع 1060	المدخل إلى علم النفس	3	
8.	متطع 1070	المدخل إلى علم الاجتماع	3	
9.	متطع 1090	الإحصاء	3	
10.	متطع 1100	مناهج البحث الاجتماعي	3	

ثانياً: متطلبات العلوم الأسرية (36 ساعة معتمدة)

المساقات الإجبارية 30 (ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	أسرة 2000	حقوق الإنسان	3	
2.	أسرة 2010	إدارة الموارد الأسرية	3	
3.	أسرة 2020	تربية الطفل	3	
4.	أسرة 2030	علم الاجتماع الأسري	3	متطع 1070
5.	أسرة 2040	علم نفس النمو	3	متطع 1060
6.	أسرة 2050	مدخل إلى فقه الأسرة	3	
7.	أسرة 2060	المدخل إلى علم الغذاء والتغذية	3	
8.	أسرة 2070	الرعاية الصحية للأسرة	3	
9.	منزل 2000	فن تجميل المرأة	3	
10.	منزل 2010	تصميم وتنفيذ الملابس	3	

المساقات الاختيارية تختار الطالبة مساقين فقط من المساقات الدراسية الكتية (6 ساعة معتمدة)

م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	أسرة 2080	المدخل إلى علم الفقه وأصوله	3	
2.	أسرة 2090	التربية الوطنية	3	
3.	أسرة 2100	المدخل إلى القرآن والسنة	3	
4.	منزل 2020	التصميم الداخلي للمنزل	3	
5.	منزل 2030	الرياضة داخل المنزل	3	
6.	منزل 2040	فن الطهي وإدارة المطبخ	3	أسرة 2060

ثالثاً: متطلبات تخصص الخدمات الاجتماعية

المساقات الإجبارية (54 ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	حقوق 3000	مدخل لدراسة القانون	3	
2.	حقوق 3010	مبادئ القانون الدولي	3	حقوق 3000
3.	حقوق 3020	القانون الدولي الإنساني	3	حقوق 3000
4.	حقوق 3030	القانون الدستوري	3	حقوق 3000

5.	حقوق 3040	قانون الجزاء العام	3	حقوق 3000
6.	حقوق 3050	قانون الاتجار بالبشر	3	حقوق 3000
7.	حقوق 3060	حقوق الطفل	3	حقوق 3000
8.	حقوق 3070	حقوق المرأة في التشريعات والمعاهدات الدولية	3	حقوق 3000
9.	حقوق 3080	ضمانات المتهم	3	حقوق 3000
10.	حقوق 3090	حقوق المستهلك	3	حقوق 3000
11.	حقوق 3100	قانون الأحوال الشخصية 1 فقه الزواج	3	
12.	حقوق 4000	قانون الأحوال الشخصية 2 الطلاق وآثاره	3	
13.	حقوق 4010	قانون الأحوال الشخصية 3 الوصايات والموارث	3	
14.	حقوق 4020	حقوق ذوي الاحتياجات الخاصة (ذوي الهمم)	3	حقوق 3000
15.	حقوق 4030	حقوق الانسان البيئية	3	حقوق 3000
16.	حقوق 4040	قانون العمل والتشريعات الاجتماعية	3	
17.	تخرج 4000	التدريب الميداني	3	120 س.م.
18.	تخرج 4010	مشروع التخرج	3	100 س.م.

المسابقات الاختيارية تختار الطالب مساقين فقط من المسابقات الدراسية الآتية (6 ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	حقوق 4050	الجمعيات والمؤسسات الأهلية ذات النفع العام	3	
2.	حقوق 4060	فقه المعاملات	3	
3.	حقوق 4070	علم الإجرام	3	

4. دبلوم الآداب في العلوم الأسرية

أهداف البرنامج

- تعريف الطالب بالمبادئ الأساس النفسية والاجتماعية والتربوية والشرعية في الأمومة وتربية الطفل ورعاية الأسرة.
- تزويد الطالب بالمهارات العملية الأساسية لتربية ورعاية الأطفال.
- تزويد الطالب بالمهارات العملية في إدارة أسرتها من الناحية الاجتماعية والصحية والغذائية والاقتصادية.
- تزويد الدارسة بالمعارف والمهارات الضرورية للمساهمة في اعداد وتنفيذ برامج ارشادية اجتماعية في مجال الأمومة والطفولة وشؤون الأسرة.
- تنمية اتجاهات ايجابية لدى الدارسة نحو البحث العلمي، واستخدام نتائجه في تشخيص المشكلات والتحديات المعاصرة التي تواجه الأسرة وتطوير حلول عملية لها.

مخرجات البرنامج

- بعد إكمال الطالب للبرنامج الدراسي لبرنامج الدبلوم في الأمومة والعلوم الأسرية – مسار عام، يتوقع منها أن تكون قادرة على أن:
- تُبين وتفسر المبادئ الأساس في الأمومة وتربية الطفل ورعاية الأسرة بما يحفظ لها تماسكها وفق الضوابط الشرعية والاجتماعية.
- تطبيق المهارات العملية في إدارة أسرتها من الناحية الاجتماعية والصحية والغذائية والاقتصادية.
- تطبيق المهارات العملية في تربية ورعاية الأطفال.
- تلتزم بالمعايير الاخلاقية والضوابط المهنية خلال ممارستها لمهامها المرتبطة بشؤون الأسرة والعناية بالطفل.
- تساهم بإيجابية في إنجاز المشروعات الارشادية المرتبطة بشؤون الأسرة والعناية بالطفل بصورة متقنة ومميزة ضمن فرق العمل الارشادية.
- تكتسب وتطور حلولاً عملية تتعلق بشؤون الأسرة وتربية ورعاية الطفل من الناحية الثقافية والصحية والغذائية.

فرص العمل

- مؤسسات رعاية الأسرة والطفولة بجميع أنواعها مثل (دور رعاية الأطفال دور رعاية الايتام مراكز الطفولة والناشئين، دور رعاية وحماية المرأة. الخ).
- مؤسسات وزارة تنمية المجتمع. (مراكز التنمية الاجتماعية)
- وزارة التربية والتعليم (الحضانات ورياض الأطفال)

الخطة الدراسية

تفصيل البرنامج الدراسي

المتطلبات	عدد الساعات المعتمدة
متطلبات عامة	30
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أولاً: المتطلبات الجامعية العامة (30 ساعة معتمدة)

م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	متطع 1000	الثقافة الإسلامية	3	
2.	متطع 1010	لغة عربية (1)	3	
3.	متطع 1020	لغة عربية (2)	3	متطع 1010
4.	متطع 1030	لغة انجليزية (1)	3	
5.	متطع 1040	لغة انجليزية (2)	3	متطع 1030
6.	متطع 1050	مقدمة في الحاسب الآلي	3	
7.	متطع 1060	المدخل إلى علم النفس	3	
8.	متطع 1070	المدخل إلى علم الاجتماع	3	
9.	متطع 1090	الإحصاء	3	
10.	متطع 1100	مناهج البحث الاجتماعي	3	

ثانياً: متطلبات الإجبارية (30 ساعة معتمدة)

المساقات الإجبارية 30 (ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	أسرة 2000	حقوق الإنسان	3	
2.	أسرة 2010	إدارة الموارد الأسرية	3	
3.	أسرة 2020	تربية الطفل	3	
4.	أسرة 2030	علم الاجتماع الأسري	3	متطع 1070
5.	أسرة 2040	علم نفس النمو	3	متطع 1060
6.	أسرة 2050	مدخل إلى فقه الأسرة	3	
7.	أسرة 2060	المدخل إلى علم الغذاء والتغذية	3	
8.	أسرة 2070	الرعاية الصحية للأسرة	3	
9.	منزل 2000	فن تجميل المرأة	3	
10.	منزل 2010	تصميم وتنفيذ الملابس	3	

المساقات الاختيارية تختار الطالبة مساقين فقط من المساقات الدراسية الآتية (6 ساعة معتمدة)				
م	رمز المساق	اسم المساق	س.م	المتطلب السابق
1.	أسرة 2080	المدخل إلى علم الفقه وأصوله	3	
2.	أسرة 2090	التربية الوطنية	3	
3.	أسرة 2100	المدخل إلى القرآن والسنة	3	
4.	منزل 2020	التصميم الداخلي للمنزل	3	
5.	منزل 2030	الرياضة داخل المنزل	3	
6.	منزل 2040	فن الطهي وإدارة المطبخ	3	أسرة 2060

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College of Health Sciences (CHS)

College of Health Sciences (CHS)

Bachelor of Science in Nursing (BSN)

College Email: chs@uof.ac.ae



COLLEGE OF HEALTH SCIENCES

The newly established College of Health Sciences started with the Department of Nursing to offer its first program, namely the CAA accredited Bachelor of Science in Nursing (BSN) Program, in August 2021. The University of Fujairah (UOF) had the vision to establish an innovative state-of-the-art Simulation Center for the BSN Program to develop highly clinically-skilled nursing graduates who practice safe and efficient nursing, and are practice-ready. The College received a tremendous response from the local students. The well-equipped Simulation Centre has a large number of High- and Medium Fidelity patient simulators to simulate real-life patients, as well as web-based audiovisual (AV) Learning Management Tools, Virtual Reality (VR) Anatomy, and numerous task trainers and models to provide quality education aligned with best practice and international standards. The recent support and development of health care activities have created high demand of nursing education. Furthermore, the College has inducted high-class faculty and staff to ensure that international standards and Ministry of Education requirements are met. The expansions of new programs and international nursing accreditations are also in progress for the purpose of validating the future of medical standards.

Bachelor of Science in Nursing

Mission

UOF will prepare nursing graduates capable of applying best practices, demonstrating ethical behavior, and following a holistic person-centered approach to restoring health, preventing illness, and promoting the health of the individual, family, and community.

Program Description

The BSN Program is a 4-year program (120 Credit Hours) which obtained CAA Initial Accreditation to offer the program on 17 February 2021. The program is devoted to improving the health and well-being of society by preparing professional nurses that provide high-quality, evidence-based, holistic person-centered care to individuals, families, and communities in the UAE.

Nursing graduates will be prepared to be highly competent in all the core competencies according to the Scope of Practice for Registered Nurses, as required by the national Nursing Education Regulatory Bodies. Furthermore, they will be equipped to comply with the industry's expectations to enhance employability. Additionally, the BSN Program is committed to serve the rapidly-changing health care needs of the UAE population, aligned with the UAE's 2021 Vision, and aims to:

1. Produce competent nurses able to provide quality person-centered nursing care that is culturally sensitive.
2. Contribute to the development of nursing as a discipline and profession.
3. Promote a scientific nursing care research culture among faculty and students.
4. Develop the body of nursing knowledge at the local, regional, and international levels.
5. Serve the rapidly-changing health care needs of individuals, families, communities, and society-at-large.

Teaching-learning strategies are student-centered that integrate problem-solving and critical thinking within an interactive environment, and achievement of clinical skills competence in a state-of-the-art Simulation Centre before going to clinical practice. Incorporating the high standards of the nursing professional practice, with an in-depth knowledge of nursing sciences, is a key aim of the program.

Program Learning Outcomes

Upon successful completion of the Bachelor of Science in Nursing (BSN) program, the students will be able to:

1. Demonstrate a sound knowledge of the essential concepts and theories related to the nursing practice.
2. Perform nursing procedures, and operate technology and health information systems skillfully in the delivery of optimal nursing care to individuals, families and communities.
3. Implement professional behavior consistent with the code of ethics, as well as effective communication strategies to deliver optimal holistic person-centered care to individuals, families and communities.
4. Apply the nursing process, supported by evidence-based practice, to develop a holistic person-centered nursing care plan that ensures safe, culture-sensitive nursing care.
5. Develop a research proposal and disseminate research findings to enhance the nursing practice.
6. Differentiate amongst different quality improvement interventions to resolve clinical nursing practice problems through innovation and entrepreneurship.

- Demonstrate leadership skills during collaboration with healthcare providers in the delivery of quality health care services to individuals, families and communities.

Bachelors of Science in Nursing (BSN) Program Study Plan

The BSN Program consists of 120 Credit Hours (CH), 42 courses and 1,620 actual hours in clinical practice.

Program Learning Outcome Aligned to NQF level 7 and Appropriate Blooms Taxonomy

Upon successful completion of the Bachelor of Science in Nursing (BSN) program, the students will be able to:	* QFEmirates Level 7 Alignment					**Bloom's Taxonomy
	K	S	Competency			
			AR	RC	SD	
1. Demonstrate a sound knowledge of the essential concepts and theories related to the nursing practice.	✓					3
2. Perform nursing procedures, and operate technology and health information systems skillfully in the delivery of optimal nursing care to individuals, families and communities.		✓				3 & PD
3. Implement professional behavior consistent with the code of ethics, as well as effective communication strategies to deliver optimal holistic person-centered care to individuals, families and communities.				✓		3 & AD
4. Apply the nursing process, supported by evidence-based practice, to develop a holistic nursing care plan that ensures safe, culture-sensitive nursing care.				✓		3, 5 & 6
5. Develop a research proposal and disseminate research findings to enhance the nursing practice.		✓				6
6. Differentiate amongst different quality improvement interventions to resolve clinical nursing practice problems through innovation and entrepreneurship.				✓	✓	4
7. Demonstrate leadership skills during collaboration with health care providers in the delivery of quality health care services to the individuals, families and communities.			✓			3 & AD

* UAE NQF QFEmirates:	<u>Competencies:</u> AR - Autonomy and Responsibility RC - Role in context SD - Self development
K – Knowledge S - Skills	

** Bloom's Taxonomy:	
4. Remember	7. Analyze
5. Understand	8. Evaluate
6. Apply	9. Create

Summary Table of Courses and Distribution of Total Credit Hours

Category	Total Credit Hours (CH)
A. General Education: University Requirements	21
1) Compulsory Courses	9
2) Elective Courses – Mathematics and Information Technology	3
3) Elective Courses – Communication	9
B. Core Courses: Program Requirement	99
1) College Core Courses: Program Requirements (CCPR)	21
2) Nursing Core Courses: Program Requirements (NCPR)	69
3) Quantitative and Research (QRPR)	9
Total Credit Hours (CH)	120

Program Structure

A. General Education: University Requirements: 21 Credit Hours				
1) Compulsory Courses: 9 Credit Hours				
	Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisite (Co-Req.)
1.	HUM-1613	Islamic Studies	3	
2.	HUM-1633	UAE Society	3	
3.	LSS-2483	Innovation and Entrepreneurship	3	
2) Elective Courses – Mathematics and Information Technology: 3 Credit Hours				
	Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisite (Co-Req.)
1.	ICT-1313	Computer Application	3	
3) Elective Courses – Communication: 9 Credit Hours				
	Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisite (Co-Req.)
1.	COM-1113	Academic Writing 1	3	
2.	COM-2123	Academic Writing 2	3	
3.	COM-1153	Arabic Composition and Report Writing	3	
Total Credit Hours (CH)			21	
B. Core Courses: Program Requirements (102 Credit Hours)				
1) College Core Courses: Program Requirements (CCPR): 21 Credit Hours				
	Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisite (Co-Req.)
1.	BIO-1112	Human Biology	2	Co-Req. APH-1123
2.	APH-1123	Anatomy and Physiology for Nursing 1	3	Co-Req. BIO-1112
3.	MTL-1132	Medical Terminology	2	
4.	BCH-1143	Biochemistry for Nursing	3	
5.	MBO-1153	Microbiology for Nursing	3	BCH-1143
6.	APH-1163	Anatomy and Physiology for Nursing 2	3	APH-1123
7.	PHL-2172	Pathophysiology	2	APH-1163
8.	PML-2183	Clinical Pharmacology for Nursing	3	APH-1163, PHL-2172
Total Credit Hours (CH)			21	
2) Compulsory Nursing Core Courses: Program Requirements (NCPR): 69 Credit Hours				
	Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisite (Co-Req.)
1.	NUR-2212	Therapeutic Communication	2	MTL-1132
2.	NUR-2312	Foundations of Growth and Development	2	MTL-1132
3.	NUR-2314	Comprehensive Health Assessment	4	APH-1163
4.	NUR-2323	Foundation of Professional Nursing	3	NUR-2314
5.	NUR-2332	Emergency and Disaster Nursing	2	Co-Req. NUR-2314
6.	NUR-2222	Ethical Considerations in Nursing	2	MTL-1132
7.	NUR-2232	Nursing Informatics	2	NUR-2314
8.	NUR-3913	Foundation of Professional Nursing – Clinical	3	NUR-2323
9.	NUR-3343	Adult Health Nursing 1	3	APH-1163, NUR-2323
10.	NUR-3923	Adult Health Nursing 1 – Clinical	3	Co-Req. NUR-3343
11.	NUR-3243	Leadership and Quality Management in Nursing	3	NUR-2232, NUR-2222
12.	NUR-3353	Adult Health Nursing 2	3	NUR-3343
13.	NUR-3933	Adult Health Nursing 2 – Clinical	3	NUR-3923, Co-Req. NUR-3353
14.	NUR-3423	Children and Adolescent Health Nursing	3	NUR-2312, Co-Req. NUR-3343
15.	NUR-3943	Children and Adolescent Health Nursing - Clinical	3	NUR-2312, Co-Req.: NUR-3933
16.	NUR-3412	Mental Health Nursing	2	Co-Req. NUR-3343
17.	NUR-3953	Mental Health Nursing – Clinical	3	Co-Req. NUR-3933
18.	NUR-4962	Intensive Clinical Training 1*	2	Co-Req. NUR-4363, NUR-4973
19.	NUR-4363	Critical Care Nursing	3	NUR-3933
20.	NUR-4973	Critical Care Nursing – Clinical	3	NUR-3933, Co-Req. NUR-4363

21.	NUR-4513	Maternal Health Nursing	3	NUR-3353, NUR-3933, NUR-3423, NUR-3943
22.	NUR-4983	Maternal Health Nursing – Clinical	3	NUR-3353, NUR-3933, NUR-3423, NUR-3943, Co-Req. NUR-4513
23.	NUR-4260	Internship and Licensing Examination Training 1	0	
24.	NUR-4964	Intensive Clinical Training 2*	4	NUR-4962
25.	NUR-4712	Community Health Nursing	2	NUR-3933, NUR-3943, NUR-3953, NUR-4962, NUR-4973, NUR-4983
26.	NUR-4993	Community Health Nursing – Clinical	3	Co-Req. NUR-4712
27.	NUR-4270	Internship and Licensing Examination Training 2	0	NUR-4260
Total Credit Hours (CH)			69	
<p>* <u>Practicum Courses</u>: Courses delivered in the nursing skills and in a range of health care settings. Each CH = three (3) Real Clinical Hrs.</p> <p>**<u>Intensive Clinical Training Courses</u>: 1 CH= 6 Real Clinical Hrs. (Clinical Practice = 12 hrs./shift) - during Graduation Year Semester 7: 180 Real Clinical Hrs. = 15 shifts (12 hrs./shift); Semester 8: 360 Real Clinical Hrs. = 30 shifts (12 hrs./shift).</p>				
3) Quantitative and Research Courses (QRPR): 12 Credit Hours				
	Course Code	Course Name	CH	Pre-Requisite(s) / Co-Requisite (Co-Req.)
1.	BST-2193	Biostatistics	3	
2.	NUR-3253	Research Methodology for Nursing	3	BST-2193
3.	NUR-4913	Nursing Research Capstone	3	NUR-3253
Total Credit Hours (CH)			9	

Study Plan and Recommended Course Sequence

Semester 1 – Year 1					
Course Code	Course Name	Total CH	Credit Hours (CH)		
			Theory	Lab	Clinical
BIO-1112	Human Biology	2	2	0	0
APH-1123	Anatomy and Physiology for Nursing 1	3	2	1	0
MTL-1132	Medical Terminology	2	2	0	0
BCH-1143	Biochemistry for Nursing	3	2	1	0
COM-2113	Academic Writing 1	3	3	0	0
HUM-1633	UAE Society	3	3	0	0
Total Credit Hours (CH) (CH)		16	14	2	0
Semester 2 – Year 1					
HUM-1613	Islamic Studies	3	3	0	0
ICT-1313	Computer Application	3	3	0	0
COM-2123	Academic Writing 2	3	3	0	0
MBO-1153	Microbiology for Nursing	3	2	1	0
APH-1163	Anatomy and Physiology for Nursing 2	3	2	1	0
Total Credit Hours (CH)		15	13	2	0
Semester 3 – Year 2					
COM-1153	Arabic Composition and Report Writing	3	3	0	0
LSS-2483	Innovation and Entrepreneurship	3	3	0	0
NUR-2212	Therapeutic Communication	2	2	0	0
NUR-2312	Foundations of Growth and Development	2	2	0	0

PHL-2172	Pathophysiology	2	2	0	0
NUR-2314	Comprehensive Health Assessment	4	3	1	0
Total Credit Hours (CH)		16	15	1	0
Semester 4 – Year 2					
PML-2183	Clinical Pharmacology for Nursing	3	3	0	0
BST-2193	Biostatistics	3	3	0	0
NUR-2323	Foundation of Professional Nursing	3	2	1	0
NUR-2332	Emergency and Disaster Nursing	2	2	0	0
NUR-2222	Ethical Considerations in Nursing	2	2	0	0
NUR-2232	Nursing Informatics	2	2	0	0
Total Credit Hours (CH)		15	14	1	0

Semester 5 – Year 3					
Course Code	Course Name	Total CH	Credit Hours (CH)		
			<i>Theory</i>	<i>Lab</i>	<i>Clinical</i>
NUR-3913	Foundation of Professional Nursing – Clinical	3	0	0	3
NUR-3343	Adult Health Nursing 1	3	2	1	0
NUR-3923	Adult Health Nursing 1 - Clinical	3	0	0	3
NUR-3243	Leadership and Quality Management in Nursing	3	3	0	0
NUR-3253	Research Methodology for Nursing	3	3	0	0
Total Credit Hours (CH)		15	8	1	6
Semester 6 – Year 3					
NUR-3353	Adult Health Nursing 2	3	2	1	0
NUR-3933	Adult Health Nursing 2 – Clinical	3	0	0	3
NUR-3423	Children and Adolescent Health Nursing	3	2	1	0
NUR-3943	Children and Adolescent Health Nursing - Clinical	3	0	0	3
NUR-3412	Mental Health Nursing	2	2	0	0
NUR-3953	Mental Health Nursing - Clinical	3	0	0	3
Total Credit Hours (CH)		17	6	2	9
Semester 7 – Year 4					
NUR-4962	Intensive Clinical Training 1*	2	0	0	2
NUR-4363	Critical Care Nursing	3	2	1	0
NUR-4973	Critical Care Nursing – Clinical	3	0	0	3
NUR-4513	Maternal Health Nursing	3	2	1	0
NUR-4983	Maternal Health Nursing – Clinical	3	0	0	3
NUR-4260	Internship and Licensing Examination Training 1	0	0	0	0
Total Credit Hours (CH)		14	4	2	8
Semester 8 – Year 4					

NUR-4913	Nursing Research Capstone	3	3	0	0
NUR-4964	Intensive Clinical Training 2*	4	0	0	4
NUR-4712	Community Health Nursing	2	2	0	0
NUR-4993	Community Health Nursing – Clinical	3	0	0	3
NUR-4270	Internship and Licensing Examination Training 2	0	0	0	0
Total Credit Hours (CH)		12	5	0	7
Total Credit Hours (CH) over 4 Years		120	79	11	30

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An overhead photograph of a group of students sitting around a circular table in a meeting or study session. The students are engaged in discussion, with some looking at papers and others gesturing. The table is light-colored, and the floor is made of reddish-brown bricks. A dark blue semi-transparent rectangle is overlaid on the center of the image, containing the department name in white text.

Department of General Education (DGE)

College Email: dge@uof.ac.ae



Program Description

The revised general education framework integrates the mandate of the UAE Higher Education Standard in the areas of English and Arabic Languages, Islamic Studies, UAE Studies and Innovation, and Entrepreneurship and aligned to the current general education curriculum in communication; mathematics and quantitative analysis; information technology; arts and humanities; social and behavioral sciences; and natural sciences.

At UOF, general education is an essential component of the curricular programs so tailored to advance the academic foundation of students in facing the academic rigor challenges of the core courses and areas of concentration required to successfully finish their degree programs.

In this regard, students must complete the general education courses as described in their curricular programs.

Mission

The General Education or University Requirements program is the key segment of courses in the undergraduate programs designed to equip students with the breadth of knowledge in communication, analytical techniques, information technology, humanities, social and natural sciences, innovation, and entrepreneurship vital towards developing logical abilities and enhance their competencies to become successful in their academic programs, in particular, and elevate their views on changing society that educates or liberalize them for life, in general.

Goals

The General Education Program seeks to:

1. Develop students' competence in English and Arabic Communication; effectively both orally and in writing commensurate with a two-year, or a four-year, degree level of education.
2. Develop competence in quantitative analysis.
3. Develop information literacy and information technology skills of students required to enhance the ability to find, evaluate, use and communicate information in various formats.
4. Create an understanding of a shared cultural heritage, arts and humanities, the contemporary world, and its problems.
5. Develop an awareness of the major areas of knowledge in Social, Behavioral Sciences, and Natural Sciences.
6. Develop an understanding of design thinking as applied to innovation and entrepreneurship.

Program Learning Outcomes

Upon completion of the GE Program, the students will be able to.

1. Demonstrate written and oral communication competence utilizing the allied theories and principles of English and Arabic languages.
2. Use mathematical concepts to explain issues in quantitative terms.
3. Utilize information technology literacy in organizing and communicating related works in an academic and professional setting.
4. Criticize informed awareness and appreciation as a necessity to apply strong values in humanities, arts, and ethical principles in professional conduct, and social responsibility in a culture-sensitive community.
5. Assess social, cultural, political, economic, and political influences on shaping human thought, values, and behavioral mindset.
6. Apply the perspective of natural sciences and methods of scientific inquiry in deciding on contemporary consumer or social issues demanding scientific literacy.
7. Integrate design thinking concepts and innovative ideas into any form of an entrepreneurial venture

The development of GE learning outcomes has applied the National Qualification Framework at Level 7.

Upon completion of the GE Program, the students will be able to:	* UAE NQF's Level 7 Alignment					**Bloom's Taxonomy
	K	S	Competency			
			AR	RC	SD	
1. Demonstrate written and oral communication competence utilizing the allied theories and principles of English and Arabic languages.		✓			✓	3
2. Use mathematical concepts to explain issues in quantitative terms.	✓					3
3. Utilize information technology literacy in organizing and communicating related works in an academic and professional setting.		✓				3
4. Criticize informed awareness and appreciation as a necessity to apply strong values in humanities, arts, and ethical principles in professional conduct, and social responsibility in a culture-sensitive community.			✓			5
5. Assess social, cultural, political, economic, and political influences on shaping human thought, values, and behavioral mindset.				✓		5
6. Apply the perspective of natural sciences and methods of scientific inquiry in deciding on contemporary consumer or social issues demanding scientific literacy.			✓			3
7. Integrate design thinking concepts and innovative ideas into any form of an entrepreneurial venture.					✓	3
Legend:						
* UAE National Qualification Framework (NQF)	**Bloom's Taxonomy					
K - Knowledge S - Skills <u>Aspects of Competence:</u> AR - Autonomy and Responsibility RC - Role in Context SD - Self Development	1 - Remember 2 - Understand 3 - Apply 4 - Analyze 5 - Evaluate 6 - Create					

Program Structure

A. General Education Courses Requirements per College

College	Credit Hours		
	Compulsory	Elective	Total
Information Technology	21	6	27
Business Administration	15	15	30
Communication	15	12	27
Arts, Social Sciences and Humanities	15	9	24
Health Sciences	9	12	21

B. List of Courses

B.1. Compulsory Courses (15 CH)

	Code	Title	Credit Hours	Pre-requisite (s)
1.	COM-1143	English Communication Skills	3	
2.	COM-1123	Arabic Communication Skills	3	
3.	HUM-1613	Islamic Studies	3	
4.	HUM-1633	UAE Society	3	
5.	LSS-2483	Innovation and Entrepreneurship	3	

B.2. Elective Courses

	Code	Title	Credit Hours	Pre-requisite (s)
1.	MTH-1213	Mathematics (Algebra) *	3	
2.	ICT-1313	Computer Applications *	3	
3.	COM-1113	Academic Writing 1	3	
4.	COM-2123	Academic Writing 2	3	COM-1113
5.	COM-1133	Public Speaking	3	
6.	COM-1153	Arabic Composition and Report Writing	3	
7.	LSS-1473	Logic and Critical Thinking	3	
8.	LSS-1723	Introduction to Psychology	3	
9.	LSS-1733	Introduction to Sociology	3	
10.	LSS-1743	Introduction to Political Sciences	3	
11.	LSS-1853	Introduction to Environmental Science	3	
12.	LSS-1463	Ethics and Citizens' Rights	3	
13.	HUM-2623	Introduction to Humanities	3	

*Compulsory Courses (9 CH) Only for BIT Program

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جامعة الفجيرة
UNIVERSITY OF FUJAIRAH

Appendix: Course Description

COLLEGE OF BUSINESS ADMINISTRATION

BBA-1113 Introduction to Business Statistics (3-0-3)

This course provides an overview of a statistics addressing: discrete populations, samples, organization of data, measures of central tendency and dispersion, probability, estimations, hypothesis testing, correlation and regression analysis.

Pre-Requisite(s): None

BBA-1123 Business Communication (3-0-3)

This course emphasizes the importance of effective written and spoken communication within a business setting. This course will equip students with the skills to produce clear and concise business documents and to deliver engaging messages in various business contexts.

Pre-Requisite(s): BBA-1153 Introduction to Business Administration

BBA-1153 Introduction to Business Administration (3-0-3)

This course deals with understanding of the contemporary business environment, in which topics covered include an understanding of the business system; conducting business ethically and responsibly; entrepreneurship and small businesses; managing the business enterprise; organizing the business enterprise; marketing and human resources

Pre-Requisite(s): None

BBA-1253 Principles of Management (3-0-3)

This course presents the modern management practices as they apply in the today's business world. The course discusses the five functions of management: Planning, Organizing, Staffing, Leading, and Controlling. It addresses the functions of management from classical, behavioral, contingency and system perspectives.

Pre-Requisite(s): BBA-1153 Introduction to Business Administration

BBA-2113 International Business (3-0-3)

his overview course explores key international business dimensions in terms of their core concepts, and highlights the business and social implications of these core concepts from the perspective of managers and public-policy makers. It provides the students with the knowledge and skills of the theories and the key concepts of International Business

Pre-Requisite(s): BBA-1253 Principles of Management

BBA-2123 Organizational Theory (3-0-3)

The aim of this course is to expose the students to the evolution of organizational theory, and the contribution of different schools of thought to the development of classical and contemporary theoretical perspectives. The topics of bureaucracy, power and politics, organizational structures and technology, and emerging design options will be extensively examined.

Pre-Requisite(s): BBA-1253 Principles of Management

BBA-2213 Organizational Behavior (3-0-3)

This course provides an introduction of the concepts and theories of human behavior at the individual, group or organizational level which exert great influence on the operation of an organization. The application of these behavioral management concepts is aimed on improving organizational effectiveness.

Pre-Requisite(s): BBA-1253 Principles of Management

BBA-2223 Business Mathematics (2-1-3)

This course aims at introducing learners to basic mathematics skills they require to understand, analyze, and solve mathematical problems prevalent in business and finance, and in investment decision making. Learners are required to have ability to perform the basic arithmetic operations such as addition, subtraction, multiplication and division.

Pre-Requisite(s): BBA-1113 Introduction to Business Statistics

BBA-2253 Business Law (3-0-3)

Effective managers and employees must develop knowledge of both law and business because people involved in business also are involved in, and greatly affected by, the law concerning business. In the present business environment, the link between law and business is growing day by day to prevent and protect stakeholders' business interests.

Pre-Requisite(s): BBA-1153 Introduction to Business Administration, BBA-1123 Business Communications

BBA-2343 Principles of Financial accounting I (2-1-3)

An introduction to accounting principles including: measurement, evaluation and accumulation of accounting data. Financial accounting is concerned with providing information to the different users (External and Internal). The course covers the

accounting cycle, adjustments, merchandising operations, and preparation of financial statements.

Pre-Requisite(s): None

BBA-2353 Principles of Financial Accounting II (2-1-3)

This course complements Principles of Financial Accounting I. It provides details on the preparation of financial statements with more emphasis on the components of the balance sheet items such as plant assets, intangible assets, natural resources, short and long term investments, current and long term liabilities and stock holder's equity.

Pre-Requisite(s): BBA-2343 Principles of Financial Accounting I

BBA-2733 Research Methodology (2-1-3)

The course provides an introduction to research methods in social sciences in general and business administration in particular. The primary aim of the course is to equip the students with essential research techniques they would use in advanced specialized courses. The course will cover a range of topics, including in particular, research design, sampling theory & data collection.

Pre-Requisite(s): BBA-1113 Introduction to Business Statistics

BA-2743 Quantitative Analysis for Business (2-1-3)

This course reviews the basic quantitative methods used in business decision-making. The major focus of the course will be on decision-making under certainty and uncertainty such as linear programming. Some of the specific topics to be covered will include problem formulation, graphic solutions, different forms of linear programming such as transportation and models.

Pre-Requisite(s): BBA-1253 Principles of Management; BBA-1113 Introduction to Business Statistics

BA-3113 Principles of Marketing (3-0-3)

This course examines an introduction to the key principles, processes and practices involved in marketing and its interaction with the local and global business environment. These topics are focused on: analyzing the market and consumers with due emphasis on marketing research; understanding the marketing mix: highlighting product development, pricing & distribution.

Pre-Requisite(s): BBA-1253 Principles of Management

BBA-3213 Business Ethics (3-0-3)

The purpose of the course is to communicate theoretical and practical insights and developments in the field of business ethics. The course will help

students better understand how businesses interact with the societies in which they operate. Using cases and discussion points, the course will examine the ethical problems involved in real-life business situations. Some of the major topics to be covered include:

Pre-Requisite(s): BBA-1153 Introduction to Business Administration

BBA-3343 Managerial Accounting (2-1-3)

An introduction to the principles of management accounting, cost concepts and behavior useful for decision-making. The use of accounting data for cost-volume-profit analysis, budgeting, pricing and evaluation of performance

Pre-Requisite(s): BBA-2353 Principles of Financial Accounting II

BBA-3423 Microeconomics (3-0-3)

This course will focus on contemporary microeconomics and provide a conceptual foundation for analysis of policy. Whether it is explaining the behavior of consumers, producers or government, microeconomics lies at the heart of decision making. The course considers the operation of a market economy and the problem of how best to allocate society's scarce resources.

Pre-Requisite(s): BBA-1113 Introduction to Business Statistic

BBA-3433 Macroeconomics (3-0-3)

This course is an introduction to macroeconomic theory and policy implications. The course provides an overview of determination of output, interest rates, unemployment, and inflation. The effectiveness of different macroeconomic stabilization policies to promote growth is also discussed.

Pre-Requisite(s): BBA-3423 Microeconomics

BBA-3513 Financial Institution Markets (3-0-3)

This course builds a strong background for understanding financial institutions and their participants in the financial markets. The course also offers coverage of financial institutions and strategies involved in their effective management. The course examines the modes of operations of different financial institutions and assesses the strengths and limitations of each.

Pre-Requisite(s): BBA-2113 International Business

BBA-3643 Human Resource Management (3-0-3)

The course provides students with the recent developments and comprehensive theories in Human Resource Management (HRM). It aims to develop the knowledge and skill in the functional

areas of the profession particularly staffing, human resource development, performance management, compensation, safety and health, and employee and labor relations.

Pre-Requisite(s): BBA-2253 Business Law

BBA-3713 Innovation and Entrepreneurial Leadership (1-2-3)

This is an interactive course that will make students understand the concepts of innovation, innovation based entrepreneurship, the growth of businesses, managerial & leadership skills. This course will cover both entrepreneurial and innovation part. In an entrepreneurial part, this will focus on business while innovation part will focus on design thinking skills.

Pre-Requisite(s): LSS-2483 Innovation and Entrepreneurship, BBA-2743 Quantitative Analysis for Business, BBA-2733 Research Methodology

BBA-3723 Project Management (2-1-3)

This course provides the students with basic project management knowledge and skills covering all the aspects of the project management process from project selection, project planning, project execution, project evaluation and controlling, to project termination.

Pre-Requisite(s): BBA-1253 Principles of Management

BBA-3733 Operations Management (1-1-3)

The aims of the course are providing an introduction to the field of operations management as one of the major fields in the study of business administration. The course will furnish students with the aspects of business operations.

Pre-Requisite(s): BBA-2743 Quantitative Analysis for Business

BBA-3793 Strategic Management (3-0-3)

This course is designed to provide an understanding of critical business skills of strategic planning and decision-making and it gives students an opportunity to apply these skills to real business situations in the UAE/GCC environments.

Pre-Requisite(s): BBA-2733 Research Methodology; BBA-2743 Quantitative Analysis for Business, BBA-2123 Organizational Theory

BBA-4433 International Finance (3-0-3)

This course offers a real world grasp of the concepts and issues in international finance. A wealth of examples is provided to enable students to see the implications of the course to business, mostly from Multinational Corporations (MNCs).

Pre-Requisite(s): BBA-3343 Managerial Accounting

BBA-4443 Insurance and Risk Management (3-0-3)

The course provides students with various tools, methods and techniques in handling, analyzing and managing business risks. Students will be exposed to real world business cases in order to apply various risk management techniques involved in insurance, banking and finance as well as investments.

Pre-Requisite(s): BBA-2743 Quantitative Analysis for Business

BBA-4523 Money and Banking (3-0-3)

This course is designed to introduce an overview of the meaning and role of money, banking and market. Topics include the financial system, money and central bank, asset price and interest rate, determinants of interest rate, securities markets, foreign exchange markets, the banking industry, money supply and interest rates.

Pre-Requisite(s): BBA-3343 Managerial Accounting

BBA-4533 Bank Management(3-0-3)

This course describes both the theory and practice of banking, bank management, and banking operations from a financial-management perspective. Focusing on dynamic and rapidly changing financial-services industry, the course explores modern financial management decision-making and highlights the importance of adapting and creating value as the way for firms to succeed.

Pre-Requisite(s): BBA-3343 Managerial Accounting

BBA-4543 Islamic Banking and Finance (3-0-3)

This course highlights the key characteristics of Islam banking which is different from conventional banking. It highlights how Islamic banking is consistent with the Sharia's and, as such, an important part of the system is the prohibition on collecting interest. The course also shows how this central religious appears to rule out most aspects of modern finance.

Pre-Requisite(s): BBA-2113 International Business

BBA-4553 Investment Analysis (1-2-3)

This course is designed to provide a good understanding of the field of investments while stimulating interest in the subject. The course aims at helping students gain an appreciation of what is involved in (1) understanding what the investment opportunities are, (2) making good investment decisions, and (3) recognizing where investment problems are solved.

Pre-Requisite(s): BBA-3343 Managerial Accounting

BBA-4613 Human Resource Planning (3-0-3)

The course provides a detailed understanding of staffing function as a critical component of high performance work systems. This course is designed to acquaint students with a more in-depth understanding of staffing issues, its role in human resource management and the various factors impacting the effectiveness of staffing function.

Pre-Requisite(s): BBA-3643 Human Resource Management

BBA-4623 Training and Development (3-0-3)

The purpose of this course is to provide the students with information and insight into the training and development function in organizations. The training and development function will be viewed from a systems approach, such that we will examine the entire cycle of Training and Development, from the assessment of training needs to the evaluation of a training program.

Pre-Requisite(s): BBA-3643 Human Resource Management

BBA-4633 UAE Labor Law and Employee Relations (3-0-3)

This course focuses on the relationship between employer and employee particularly the application of commercial law in companies and workplace situations. Students recognize competing and conflicting legal interests, rights and obligations in various commercial context; understand methods of legal dispute settlement; analyze factual situations; and apply the appropriate law.

Pre-Requisite(s): BBA-3643 Human Resource Management, BBA-2253 Business Law

BBA-4643 Performance and Compensation Management (3-0-3)

The course provides a systematic guideline for designing performance and compensation systems that add value to organizations. Students will explore the theory, concepts, and methods used to design performance and compensation systems that contribute to achieving the goals of the organization and its individual members.

Pre-Requisite(s): BBA-2253 Business Law

BBA-4653 Health and Safety Management (3-0-3)

This course places the theory and practice of occupational health and safety firmly within a strategic business context by making health & safety an equal partner to other strategic business risks. The essential principles of business risk management are applied to the management of health & safety in order to develop best practice approaches.

Pre-Requisite(s): BBA-2253 Business Law

BBA-4673 Tourism and Hospitality Management (3-0-3)

This course focuses on the hospitality operations while offering a broad, comprehensive view of the world's largest industry. Upon completion of this course, students will be able to describe and analyze concepts, theories, and practices relating to tourism and hospitality management.

Pre-Requisite(s): BBA-3113 Principles of Marketing

BBA-4713 Special Topics in Business (3-0-3)

This course is designed to discuss the special topics of Business that will cover Organizational Development, Employee Motivation, Corporate Leadership, Digital management, Diversity management and Managerial & remote communication. This is also designed to provide students various Modern Organizational contents with reference to practical exposure of Industry.

Pre-Requisite(s): BBA-1153 Introduction to Business Administration, BBA-3713 Innovations and Entrepreneurial Leadership

BBA-4743 Finance and Technology

This course is designed to introduce the students about finance & technology areas where technology is incorporated with finance. The course will improve students' ability and technological skills by incorporating basic management, financial theories and information technology.

Pre-Requisite(s): BBA- 4543 Investment Analysis, BNS 1413 Management Information System, BBA-4433 International Finance

BBA-4753 International Human Resource Management (3-0-3)

The course provides a detailed understanding of international human resource management (IHRM) as a critical component of human resource management program. This course is designed to acquaint students with a more in-depth understanding of cultural, comparative and organizational perspectives on IHRM, international assignments and employment practices.

Pre-Requisite(s): BBA-4623 Human Resource Management, BBA-4643 UAE Labor Law & Employee Relations.

BBA-4763 Supply Chain Management (2-1-3)

The course logistics and supply chain management is about integration of networks related to movements of raw materials from the sources (raw materials) to end consumer. The course will expose students about the interrelationships of logistic

operations and supply chain to society and the environment

Pre-Requisite(s): BBA-3113 Principles of Marketing, BBA-3733 Operations Management

BBA-4773 Feasibility Study and Projects Evaluation (3-0-3)

The aim of this course is to review basic methods used in business decision-making. Feasibility study and project evaluation has become increasingly important since it signals the success of any industrial, tourism, or investment project. This course is designed to introduce students to the concepts and process of conducting feasibility studies and project evaluation.

Pre-Requisite(s): BBA-3343 Managerial Accounting

BBA-4783 Total Quality Management (2-1-3)

The objectives of this course is to expose students to quality knowledge and Quality improvement methods. Includes discussion on Quality theory, Quality needs and overall strategic plans, Customer Satisfaction, Tools for Quality Project Management, Leading views on Quality.

Pre-Requisite(s): BBA-3113 Principles of Marketing, BBA-3733 Operations Management

BBA-4793 E-Business Fundamentals (2-1-3)

This course aims to provide students with an understanding of e-business fundamentals. The course focuses on business-to-consumer e-Commerce. The course discusses online business models and electronic payment systems (EPS). Standards, regulation, policy, security, and social and economic issues will also be considered in the contexts of business.

Pre-Requisite(s): ICT-1313 Computer Applications

BBA-4813 Work Placement (0-30-3)

Work placement is an approach of learning through relevant practical work experience mixed with mentorship by the college mentor. The course is designed to grow develop students' personal and professional competencies to complement the academic capabilities gained through traditional classes.

Pre-Requisite(s): BBA-4723 Innovations and Entrepreneurial Leadership

BBA-4913 Capstone Project (1-2-3)

Capstone project is designed to enable students to apply theoretical knowledge acquired over the years of study at the College of Business to writing an empirical project on real world business and management issues. Students will work through the entire process of planning a study, collecting data,

analyzing the data, writing and presenting a report of the assigned project.

Pre-Requisite(s): BBA-3723 Strategic Management Complete, BBA-3713 Innovations and Entrepreneurial Leadership

BNS-1413 Management Information Systems (1-2-3)

This course provides an overview of management information systems (MIS) and discusses how such MIS applications can improve business workflows, enhance strategic decision-making, and otherwise provide a competitive advantage within the business environment. The course discusses the function of the main types of MIS applications

Pre-Requisite(s): None

COLLEGE OF INFORMATION TECHNOLOGY

BNS-1113 Discrete Mathematics (3-1-3)

This course provides an introduction to the foundations of discrete mathematics as they apply to computing field. Topics include functions, relations, sets, mathematical proof techniques, Boolean algebra, logic, matrix algebra, algebraic structures, and the fundamentals of graph theory.

Pre-Requisite(s): MTH-1213 Mathematics

BNS-1123 Networking and Telecommunications (2-2-3)

This course covers concepts of computer networking and telecommunications, design principles, and impact of computer networks on communication services of various telecommunication systems and Internet of things.

Pre-Requisite(s): ICT-1313 Computer Applications.

BNS-1313 Algorithm and Problem Solving (2-2-3)

This is an introductory course to programing. Students will learn basic skills of designing, developing algorithms, and the role of algorithms in computing. The course will include algorithms development techniques such as search, sort, and reading from data from and to output to text files.

BNS-1323 Introduction to Programming (2-2-3)

In this course students will learn basic programming skills and the implementation of algorithmic procedures such as modeling, and implementation of algorithms using a programming language. The course discusses data types, expressions, selection and repetition statements, methods and functions, arrays, and the design and implementation of Java classes and objects.

Pre-Requisite(s): BNS-1313 Algorithm and Problem Solving, ICT-1313 Computer Applications

BNS-1413 Management Information Systems (2-2-3)

This course will introduce students to main types of management information systems applications, their function and merging technologies in the domain. Students will also be learning about IT Infrastructures, business-driven technologies, revenue models and MIS security tools

Pre-Requisite(s): ICT-1313 Computer Applications

BNS-2213 Information Security (3-1-3)

This course discusses an advanced concepts of information security. The course discusses various types of security threats against information and students will learn the development of mitigation strategies, usage of cryptography in deploying security mechanisms.

Pre-Requisite(s): BNS-2423 Computer Organization and Architecture

BNS-2233 Introduction to Statistics (3-1-3)

The course aims at developing students' formative knowledge and skills in statistics. Students are engaged in analyzing data sets using statistical technology in their weekly discussions. Topics discussed include displaying and describing data, the normal curve, regression, probability, statistical inference, confidence intervals, and hypothesis testing.

Pre-Requisite(s): MTH-1213 Mathematics

BNS-2333 Data Structures (2-2-3)

This course provides an overview of abstract data types (ADT), design and implementation of data structures and algorithms, and applications of data structures. The course will discuss data structures such as stacks, queues, linked lists, trees, graphs, recursion and visualization of data structures.

Pre-Requisite(s): BNS-1113 Discrete Mathematics, BNS-1323 Introduction to Programming

BNS-2343 Object-Oriented Programming (2-2-3)

This course will introduce students to the software design principles of object orientation. The course will discuss characteristics of object orientation such as abstraction, encapsulation, polymorphism, inheritance, and reuse. The course also discusses handling of errors, GUI, Java applets, and Java 2D.

Pre-Requisite(s): BNS-2333 Data Structures.

BNS-2423 Computer Organization and Architecture (2-2-3)

The course provides an introduction to internal functionality and architectural features of computer systems. Students will learn about basic processor components, Boolean algebra, digital logic, memory

structures, low-level machine instructions and addressing mode, RISC architecture, and various forms of parallelism.

Pre-Requisite(s): BNS-1123 Networking and Telecommunications.

BNS-2433 Web and Mobile Applications (2-2-3)

This course will introduce students web pages and web sites design and development. Students will learn Hypertext Markup Language (HTML)/XHTML implementation techniques, Cascading Style Sheets, JavaScript, server-side programming, and integration of multimedia components into web pages.

Pre-Requisite(s): BNS-1413 Management Information Systems

BNS-2443 System Analysis and Simulation (2-2-3)

This course will introduce various concepts, principles, and stages of computer-based information systems analysis and design. The course will cover the systems development environment, managing the information systems project, determining and structuring system requirements, design, implementation, and maintenance of information systems.

Pre-Requisite(s): BNS-1413 Management Information Systems

BNS-2453 Database Management (2-2-3)

This course will provide a comprehensive foundation for designing, building, and working with relational databases. The course will focus on implementation, environment, database architectures, database system life cycle, and security and administration of databases. The course will also discuss manipulation of databases using Structured Query Language (SQL). Finally, legal and ethical issues are discussed.

Pre-Requisite(s): BNS-2443 System Analysis and Simulation

BNS-3133 Operating Systems (3-1-3)

This course discusses modern operating systems design concepts. It covers topics such as operating system processes, threads, synchronization, deadlocks, disk scheduling and memory management, file management, and clustering with

emphasis on Linux operating systems, installation, configuration, commands, editing, scripting, and shell programming.

Pre-Requisite(s): BNS-2423 Computer Organization and Architecture

BNS-3223 Cryptography and Secure Communications (3-1-3)

In this course students will learn the fundamentals of cryptography and network security. They will learn the cryptography techniques that provide the information and network security. This course will cover the security of communication systems. Practical labs will be taken to enhance the understanding of the shift, substitution, affine and permutation cipher.

Pre-Requisite(s): BNS-2213 Information Security

BNS-3233 IT Forensics (2-2-3)

This course introduces computer forensic standards followed by IT forensic specialists. Students will learn skills on computer investigations, operating systems security, set-up and maintenance of a computer forensics lab, computer forensics tools, digital evidence controls, data acquisition and analysis, e-mail investigations, and investigation reports writing.

Pre-Requisite(s): BNS-2213 Information Security

BNS-3243 Security Architecture and Mechanism (2-2-3)

In this course students will learn the concepts of developing security architectures for computer networks, systems, services and applications, and devices, such as firewalls and application proxies. The course with laboratory sessions covers concepts of developing defensible security architectures. Augmenting with phishing protection and detection mechanisms.

Pre-Requisite(s): BNS-3223 Cryptography and Secure Communications

BNS-3283 E- Commerce Development (2-2-3)

This course aims to provide students with an understanding of e-Commerce fundamentals. The course focuses on business-to-consumer e-Commerce. The course discusses online business

models and electronic payment systems (EPS). Standards, regulation, policy, security, and social and economic issues will also be considered in the contexts of business.

Pre-Requisite(s): BNS-2433 Web and Mobile Applications

BNS-3353 Advanced Web Page Authoring (2-2-3)

The course is designed to develop web pages through a content management system. The course is considered as an advanced course in web page development, it uses a content management system to do so. Students are introduced to software tools to facilitate employment of backend functions, add sections, categories, pages and add links, and create navigation bars.

Pre-Requisite(s): BNS-2343 Web and Mobile Applications, BNS-2343 Object Oriented Programming

BNS-3363 Computer Graphics (2-2-3)

In this course students will learn fundamental concepts of 2D and 3D computer graphics, graphic design and implementation techniques using computer graphics hardware and software. The course will discuss modeling, implementing of graphics applying color and blending, lighting and shading, texture mapping, rendering, ray casting and fractal graphics.

Pre-Requisite(s): BNS-1113 Discrete Mathematics, BNS-2343 Object Oriented Programming

BNS-3463 Artificial Intelligence (3-1-3)

Students will learn the concepts of artificial intelligence and its roles in developing computing systems for many applications. The course will discuss topics such as robotics, neural networks, computer vision, and natural language processing, and the implementation of various probabilistic models for reasoning and reaching optimal solutions of real life problems.

Pre-Requisite(s): BNS-1113 Discrete Mathematics, BNS-1323 Introduction to Programming

BNS-3473 Human Computer Interaction (3-1-3)

This course discusses the design, evaluation and implementation of interactive computing systems with a focus on issues of usability which govern human-computer interaction. Students will be

introduced to structure of human machine communication and social aspects of design related to machine interaction and methods to evaluate user interaction needs with computer systems.

Pre-Requisite(s): BNS-2443 System Analysis and Simulation

BNS-3483 IT Project Management (2-2-3)

This course provides introduction to IT project management methods. Students will learn IT project management theories, processes, tools, and techniques. The course discusses the management of project scope, quality, resources, communications, risks, procurement, planning, execution and control.

Pre-Requisite(s): BNS-2443 System Analysis and Simulation

BNS-3513 Research Methodology (2-2-3)

This course is focused on providing students with research techniques needed in assessing analyzing projects in advanced networks security, research design methodologies, data sampling techniques, collection tools, questionnaire design, and program evaluation methodology.

Pre-Requisite(s): BNS-2233 Introduction to Statistics

BNS-4143 Communications Technology (3-1-3)

This course discusses the principles of electronic communications technology. It focuses on protocols of communication systems, and topics such as modulation/demodulation, multiplexing/DE multiplexing approaches, cellular systems, satellite communications and optical fiber communication.

Pre-Requisite(s): BNS-1123 Networking and Telecommunications

BNS-4153 Network Design and Management (2-2-3)

This course discusses various logical and physical network design methodologies and evaluation. The students will learn through hands on practical laboratory sessions analysis of network requirements, traffic flow examination, protocols selection, configuration and optimization of network elements to control throughput, accuracy, efficiency, and delay.

Pre-Requisite(s): BNS-1123 Networking and Telecommunications

BNS-4163 Network and System Administration (2-2-3)

This course introduces principles and best practices of system and network administration. The course focuses on network administration challenges and solutions. Through hands-on practices, the students will apply administration tasks over various network elements to optimize quality of service of running applications.

Pre-Requisite(s): BNS-3133 Operating Systems

BNS-4173 Wireless Networking (3-1-3)

The course discusses architectures and protocols of wireless computer networks employing various wireless communication technologies. The course offers hands on practice on various standards and protocols for wireless media access control and end-to-end communication and key design principles in wireless networks for optimization of operations and services.

Pre-Requisite(s): BNS-4143 Communication Technology

BNS-4183 Advanced Networking (2-2-3)

In this course, the students will learn and investigate current and emerging technologies in architecting, managing and operating wired and wireless computer networks to support different services and applications. Students will have hands-on experience in configuring, installing, and implementing various network elements, and internet applications and services.

Pre-Requisite(s): BNS-4153 Network Design and Management

BNS-4253 Network Security (2-2-3)

This course overviews the fundamentals of designing secure network architectures and protocols for computer networks in order to mitigate security threats and attacks on the level of operating systems, applications, and networking. It provides students with hands on practice on evaluation of network security enforcement based security metrics.

Pre-Requisite(s): BNS-3233 IT Forensics

BNS-4263 IoT Security (2-2-3)

In this course, the students will learn the basic concepts of designing and configuring network architectures and security-extension protocols for a secure Internet of Things (IoT) enabling trustworthy networking and communications. Students will practice how to evaluate the operation performance of secure IoT networks to support various applications and services.

Pre-Requisite(s): BNS-4253 Network Security

BNS-4373 Advanced Programming (2-2-3)

The aim of this course is to advance students' skills in development of enterprise software solutions using object-oriented design principles. The course will introduce students to clean code generation and platform configuration programming techniques. Students will practice functional parallel programming techniques, property testing and immutable data structures.

Pre-Requisite(s): BNS-2333 Data Structures, BNS-2343 Object Oriented Programming

BNS-4493 Multimedia Systems (2-2-3)

This course discusses concepts, models, techniques and functionality of multimedia systems.

The course covers the principal aspects of modern multimedia systems, from data acquisition to multimedia databases. The course also discusses media representation and formats, data compression techniques, and intellectual property rights in the context of digital multimedia.

Pre-Requisite(s): BNS-2433 Web and Mobile Applications

BNS-4713 Special Topics in Networking and Security (2-2-3)

This course will introduce students to the latest innovations technologies in networking and security. The definitions, application, and security issues of topics like security of wireless communication, the hardware and software related to security of internet of things, remote sensing security issues of real time data streaming, and security threats to cloud computing.

Pre-Requisite(s): BNS-4153 Network Design and Management

الجغرافيا في وسائل الإعلام المطبوعة والتلفزيونية والتفاعلية،
برمجيات التصميم من خلال التدريب العملي باستخدام برنامج
"الفوتوشوب".

المتطلب السابق: لا يوجد

1113- MPR مدخل إلى الاتصال الجماهيري (3-0-3)

مفهوم مصطلح الاتصال و الإعلام و العلاقة بينهما، العلاقة بين الإعلام و المصطلحات الأخرى (الإعلان، الدعاية، العلاقات العامة)، عناصر العملية الاتصالية و الرسالة الاتصالية، الاتصال الجماهيري : المفهوم، الأهمية، الخصائص و الأهداف و الوظائف، مستويات الاتصال (الاتصال الذاتي، الشخصي، الجمعي، الجماهيري)، المجالات الأساسية لدراسة علم الاتصال (علم الاجتماع و علم النفس)، نماذج الاتصال (مفهومها، أنواعها و أسسها المعرفية)، وسائل الاتصال الجماهيري نشأتها و عوامل تطورها (الصحافة، الإذاعة المسموعة، التلفزيون، الإنترنت)، المقارنة بين وسائل الاتصال الجماهيري التقليدية والحديثة، تأثيرات وسائل الاتصال الجماهيري (طرق قياسها و مراحلها و مستوياتها)، الأبعاد النفسية والاجتماعية والأخلاقية لوسائل الاتصال الجماهيري، الجوانب المرتبطة بأخلاقيات المهنة لوسائل الاتصال الجماهيري ونماذج تفسيرها، تأثير التطور التكنولوجي على وسائل الاتصال الجماهيري، الإنترنت ووسائل الإعلام الحديثة (الاتصال الرقمي : مفهومه و خصائصه، وكالات الأنباء: مفهومها و أنواعها و تأثير التكنولوجيا الحديثة و البث المباشر على أنشطتها.

المتطلب السابق: لا يوجد

1123- MPR مدخل إلى العلاقات العامة والإعلان (3-0-3)

مفهوم العلاقات العامة كعملية إدارة الاتصالات الداخلية والخارجية في المنظمات الحكومية والخاصة، تطور مهنة العلاقات العامة خلال العقود السبعة الماضية، صفات ممارس العلاقات العامة الناجح، مفهوم الإعلان وأهميته كأحد مكونات المزيج الترويجي، أهداف الإعلان، وأبعاده الاجتماعية والاقتصادية، أنواع الإعلان وظائفه واستراتيجياته، والعلاقة بين الإعلان والعلاقات العامة، حالات دراسية في العلاقات العامة والإعلان.

المتطلب السابق: لا يوجد

1133- MPR نظريات الاتصال (3-0-3)

يتناول هذا المساق تعريف الطالب بمفهوم نظريات الاتصال ومراحل تطورها وتصنيفاتها، فلسفة الاتصال والنظم الإعلامية التي حكمت وسائل الإعلام خلال العصور السابقة، ثم التطرق إلى أهم النظريات التي يجب أن يعيها طالب الإعلام لتفسير الظاهرة الإعلامية، ومنها: نظريات التأثير المباشر، النظريات الوظيفية أو البنائية أو نظريات استخدام الجمهور لوسائل الإعلام، نظريات التأثير المحدود لوسائل الإعلام، نظريات التأثير المعتدل لوسائل الاتصال الجماهيري، نظريات التأثير القوي و التراكمي لوسائل الإعلام، نظريات الإعلام الجديد وواقع تأثير وسائل الإعلام التقليدية و الحديثة على الأفراد و المجتمع.

المتطلب السابق: لا يوجد

1153- MPR مدخل إلى التصميم الجرافيكي (3-2-2)

يتناول هذا المساق نبذة عن تاريخ الجرافيك ثم عرضاً لأبرز الاتجاهات المعاصرة في تصميم الجرافيك، ومدارس التصميم المختلفة. عملية التصميم وعناصرها. تطبيقات تصميم

1413 MPR التحرير الإعلامي والرقمي (3-2-2)

يتناول هذا المساق التحرير الإعلامي لوسائل الإعلام التقليدية، والإعلام الرقمي من حيث معرفة الفارق بين الكتابة والتحرير الإعلامي، وقواعد التحرير الإعلامي التقليدي والرقمي، ثم التطرق إلى أهم الأشكال الإعلامية الإخبارية والمواد التفسيرية و مواد الرأي، و مواد التسليية والمواد الإعلانية، ثم الجانب التطبيقي في كيفية قيام الطالب بالتطبيق العملي من خلال تعليمه كيفية كتابة الخبر الصحفي وكيفية كتابة الحوار وكتابة التقرير والريورنتاج، وتحليل مواد إعلامية منشورة.

المتطلب السابق: لا يوجد

2213 MPR أخلاقيات الإعلام وتشريعاته (3-0-3)

يتناول هذا المساق تعريف الطالب بكل المفاهيم والتعريفات المتعلقة بتشريعات وقوانين الإعلام المختلفة، أركان الحريات في أخلاقيات وتشريعات الإعلام، وضمانات حرية الإعلام وحق ممارسة المهنة والضمانات الاقتصادية وضمانات تتعلق بممارسة المهنة، أهم مواثيق الشرف الصحفية والإعلامية، نماذج لتشريعات في بعض الدول العربية والأجنبية، ودراسات حالة في قضايا حرية الإعلام والمسؤولية، وقضايا الخصوصية وحقوق الملكية ومعايير تقييم استدامة الإعلام وحوكمة الإنترنت.

المتطلب السابق: لا يوجد

2353- MPR وسائل الإعلام في دولة الإمارات (3-0-3)

يتناول هذا المساق التطور التاريخي لوسائل الإعلام في دولة الإمارات منذ تأسيس الدولة، دور الصحافة الإماراتية في التوعية بأهمية قيام الاتحاد، التطور الفني والمهني والإمكانيات المادية والقوى البشرية العاملة، السياسة التحريرية، دور الصحافة الإماراتية في معالجة القضايا المحلية، دور وسائل الإعلام في التوعية بخطوات قيام الاتحاد، دور وسائل الإعلام الإماراتية في بناء الهوية لدولة الإمارات العربية، مضامين وسائل الإعلام الإماراتية المختلفة حول قضايا الهوية والانتماء لدولة الإمارات.

المتطلب السابق: لا يوجد

2433 MPR MEDIA TRANSLATION (2-2-3)

This course deals with the principles of media translation, the characteristics of the Arabic language compared to that of the English language, the arts and techniques of press translation, common terms and concepts in media work in Arabic and English, translation of political news, translation of economic and financial news, translation of war and disaster news, and practical applications and models.

Pre-Requisite(s): COM-1143- English
Communication Skills

MPR- 2443 Media Writing in ENGLISH (2-2-3)

This course introduces students to the concept of media writing and the difference between the styles of media writing and that of scientific and literary writing. The course also aims to help students learn the writing mechanisms for different media outlets, the differences between writing for the eye and writing for the ear, and the standard formats of scripts in both radio & TV.

Pre-Requisite(s): COM-1143- English
Communication Skills

MPR-2713 الاتصالات التسويقية المتكاملة (3-0-3)

يتناول هذا المساق الاتصالات التسويقية: مفهومها وأهميتها والحاجة إليها في مواجهة وسائل المنافسة الجديدة، نشأة وتطور الاتصالات التسويقية المتكاملة وعلاقتها بعناصر المزيج التسويقي، الاتصالات المتكاملة و أبعادها الاتصالية و التسويقية و التكاملية، مكونات الاتصال التسويقي المتكامل، تخطيط الاتصالات التسويقية المتكاملة، العلاقات العامة في إطار منظومة الاتصالات التسويقية المتكاملة، مواقع التواصل الاجتماعي كوسائل جديدة للاتصال التسويقي المتكامل في مقابل الوسائل التقليدية، المشكلات و الأخلاقيات في البيئة التسويقية للاتصالات التسويقية المتكاملة، دراسات حالة على الشركات التي تستخدم الاتصالات التسويقية المتكاملة، نموذج شركتي: "GoPro" و سلسلة مطاعم دومينوز بيتزا "Domino's Pizza"

المتطلب السابق: لا يوجد

MPR- 3223 الرأي العام والدعاية (3-0-3)

يتناول هذا المساق شرح التعريفات والمصطلحات المتعلقة بالرأي العام وتاريخ الرأي وتقسيمات الرأي العام المختلفة، مكونات وعناصر الدعاية وتأثيراتها ومفهوم تحليل الشائعات في قياس الأساليب الدعائية، أهمية وطرق قياسات الرأي العام، قياسات الأساليب الدعائية وتحليل الشائعات، المقارنة بين الأساليب الدعائية عبر وسائل الإعلام التقليدية والحديثة، تحليل ونقد لنماذج دعاية مختلفة وفقاً لنظريات تحليل المضمون الدعائي.

المتطلب السابق: لا يوجد

MPR- 3233 مناهج بحوث الاتصال (3-2-2)

يهدف هذا المساق إلى التعريف بالقواعد العامة والكلية لمناهج بحوث الاتصال والإعلام من خلال التطرق إلى مفهوم البحث العلمي وصفاته وشروطه وأهميته، خطوات البحث العلمي، أنواع البحوث الإعلامية (المسحية والوصفية والتاريخية وتحليل المضمون)، الفكرة البحثية وكيفية صياغتها، تحديد العينات البحثية، آليات تطبيق البحث العلمي وتصميم استمارات تحليل المضمون أو استمارات الدراسات الميدانية، كيفية كتابة النتائج والتوصيات وإثبات المراجع.

المتطلب السابق: MPR-1133 مدخل إلى الاتصال الجماهيري

MPR-3313 Regional and international Organizations (3-0-3)

This course deals with regional and international organizations: their concept, founding factors, and types. It also sheds light on the factors affecting the work of regional organizations (the external environment, the regional environment, and the degree of institutionalization in regional organizations). Further, it dwells on the relationship of regional organizations with the United Nations, the challenges facing regional organizations, and the most important regional organizations.

Pre-Requisite(s): NA

MPR-3323 الإعلام العربي والدولي (3-0-3)

يتناول هذا المساق مفاهيم ومصطلحات الإعلام العربي والدولي وما يرتبط بهما من مصطلحات، مع تناول أهم سمات وأشكال الإعلام العربي ومخرجاته، التدفق الإعلامي للمعلومات، الهيمنة الإعلامية في عصر العولمة، الإعلام الدولي ووسائل الإعلام الدولية، المصادر العالمية للمعلومات، تطور وسائل الإعلام العربية، وكالات الأنباء العربية، السياسات الإعلامية العربية، ثم الفضائيات العربية من حيث أسباب نشأتها وتطورها، تحليل ونقد لأساليب ونماذج من المؤسسات الإعلامية العربية والدولية.

المتطلب السابق: لا يوجد

MPR-3353 تكنولوجيا الاتصال (3-0-3)

يتناول المساق مفهوم تكنولوجيا الاتصال وأنواعها ومكوناتها، وماهية التطورات العلمية والتكنولوجية الحديثة، والتطور التاريخي لتكنولوجيا الاتصال ودورها الثقافي والاجتماعي، والمفاهيم المرتبطة بالتحويلات في مجال تكنولوجيا الاتصال، وكيفية توظيف التكنولوجيا الحديثة في دعم الممارسات المهنية والحياتية، التعرف على أنواع وسائل الاتصال الحديثة والقديمة "مميزات وعيوب"، وماهية وسائل الاتصال الحديثة مثل "الأقمار الصناعية النشر الإلكتروني والتلفزيون التفاعلي"

المتطلب السابق: لا يوجد

MPR-3533 إدارة المؤسسات الإعلامية (3-0-3)

يتناول هذا المساق الإدارة في المؤسسة الإعلامية من حيث المفهوم والأهمية والأخلاقيات، الاتجاهات الحديثة في إدارة المؤسسات الإعلامية، الإدارة في المؤسسات الإعلامية والتحديات المعاصرة، وظائف الإدارة في المؤسسات الإعلامية، التنظيم في المؤسسات الإعلامية، الاتصال الإداري داخل المؤسسات الإعلامية وأنظمة المعلومات الإدارية، العوامل المؤثرة في تأهيل الموارد البشرية في المؤسسات الإعلامية، نماذج تطبيقية لخطط إدارة المؤسسات الإعلامية وتحليلها ومناقشتها.

المتطلب السابق: لا يوجد

المتطلب السابق: MPR-1153 مدخل إلى التصميم الجرافيكي

MPR-3723 التسويق الاجتماعي الرقمي (2-2-3)

يتناول هذا المساق مفهوم التسويق الاجتماعي الرقمي وأهميته وأبعاده في ترويج الأفكار الجديدة والمبادرات المجتمعية التي تسهم في بناء المجتمع وتطويره، وتوضيح الفرق بين التسويق الاجتماعي الرقمي والتسويق التجاري الرقمي ونماذج ونظريات التسويق الاجتماعية الرقمية التي تعكسها المؤسسات عبر مواقعها الإلكترونية، والأسس العلمية لأنشطة التسويق الاجتماعي الرقمي لإدارة العلاقات العامة داخل مؤسساتها، أنواع ومستويات التسويق الاجتماعي الرقمي، ودور التسويق الاجتماعي الرقمي في بناء الصورة الذهنية وتعزيز القيم والممارسات الاجتماعية على شبكات الإنترنت ومواقع التواصل الاجتماعية، وكيفية تصميم وتخطيط وتنفيذ أنشطة تسويقية اجتماعية رقمية إضافة إلى النماذج والحالات الدراسية.

المتطلب السابق: MPR-2713 الاتصالات التسويقية المتكاملة

MPR- 4143 المجتمعات الافتراضية (3-0-3)

يتناول هذا المساق تعريف الفضاء الافتراضي، الإنترنت كحيز إلكتروني للاتصال والتفاعل، الأسس النظرية للحياة الافتراضية، خصائص المجتمعات الافتراضية، التفاعل بين أعضاء المجتمعات الافتراضية، أنواع المجتمعات الافتراضية، السلوك الإنساني في المجتمعات الافتراضية، وسائل الإعلام الافتراضية مقارنة مع الواقعية، نماذج وحالات دراسية.

المتطلب السابق: لا يوجد

MPR-4313 International Public Relations (3-0-3) This course introduces students to the concepts of international public relations and its importance, the reasons that led to its growth and development, the factors affecting its practice across borders, theories and models that govern its work, the practitioners of international public relations, multinational companies and international public relations, international communication, marketing, and public relations and the challenges that are faced in its practice.

Pre-Requisite(s): MPR-1123 العلاقات العامة والإعلان

MPR- 4423 الكتابة للعلاقات العامة (3-2-2)

يتناول هذا المساق مفهوم وأسلوب الكتابة للعلاقات العامة، قواعد الكتابة الإعلامية، المهارات اللازمة لكاتب العلاقات العامة، وأهم قواعد الكتابة للعلاقات العامة، قواعد إنتاج فنون الكتابة الصحفية مثل الخبر الصحفي، التقرير الصحفي، قواعد الكتابة لوسائل الاتصال الرقمية، قواعد إنتاج البيانات الصحفية والنشرات الإخبارية، قواعد إنتاج المطويات والكلمات الخطابية، وإعلانات الخدمة العامة، قواعد إنتاج نصوص العروض التقديمية، قواعد إنتاج نصوص الأفلام الوثائقية، نماذج تطبيقية متنوعة.

المتطلب السابق: MPR 1123 مدخل إلى العلاقات العامة والإعلان

MPR-3583 الاتصالات الاستراتيجية (3-0-3)

يتناول هذا المساق مفهوم التخطيط الاستراتيجي للعلاقات بشكل عام والعلاقات العامة بشكل خاص، عناصر التخطيط الاستراتيجي في العلاقات العامة، أساليب ووسائل الاتصال الاستراتيجي في المؤسسات لمواجهة الأزمات، إدارة العلاقة مع أصحاب المصلحة والتواصل، الاتصال الداخلي والخارجي للمؤسسة، المجال الوظيفي لنشاط العلاقات العامة، العلاقات العامة والتسويق، تنظيم عمل العلاقات العامة، الاستعدادات اللازمة لتخطيط وتنفيذ برامج وحملات للاتصالات الاستراتيجية داخلياً وخارجياً، المسؤولية الاجتماعية للمؤسسات والعلاقات المجتمعية، تحليل نماذج ودراسات حالة.

المتطلب السابق: لا يوجد

MPR- 3613 التصوير الرقمي (3-2-2)

يتناول هذا المساق تعريف الطلبة بمكونات وأنواع الكاميرات الرقمية، وطرق التصوير باستخدام الكاميرات الرقمية، وعناصر ومكونات الصورة وطرق معالجتها وصيغها وطرق حفظها ونقلها وتحويلها، وكيفية تحرير الصورة الرقمية وطباعتها وتصفحها وحفظها واستخدامها في أعمال مختلفة، وطباعة الصور باستخدام الحاسب الآلي.

المتطلب السابق: لا يوجد

MPR-3633 إنتاج المواد السمعية البصرية للعلاقات العامة (3-2-2)

يتناول هذا المساق دراسة وإنتاج الفيديو الرقمي للعلاقات العامة والمهارات الفنية اللازمة لإنشاء وإضافة مقاطع فيديو إلى حملة علاقات عامة متكاملة، إعلانات الخدمات العامة وحملات التسويق والشركات والإعلان، كما يتطرق المساق إلى أساسيات اختيار أفضل الأجهزة والبرامج لمشروعات الفيديو بحيث يكتسب الطالب خبرة عملية في التصوير والمونتاج وإنتاج إنفو جرافيك فيديو وموشن غرافيك ومقاطع فيديو متنوعة وجذابة ومؤثرة.

المتطلب السابق: لا يوجد

MPR-3643 التصميم الجرافيكي في العلاقات العامة (3-2-2)

يتناول هذا المساق التصميم الجرافيكي لوسائل الإعلام التي تستخدمها العلاقات العامة، وخاصة المطبوعة منها، مفهوم نظريات التصميم الجرافيكي وأسس وأهميته والعناصر التي يقوم عليها البناء التصميمي، وكذلك أفكار التصميم الجرافيكي للرسوم الصور (الانفوجرافيك) للعمل الإعلامي مثل الشعارات، والكروت الشخصية، والعروض التقديمية والمطبوعات الورقية التسويقية التي تستخدمها العلاقات العامة في أنشطتها الاتصالية والترويجية مثل: (الفلايرات Flyers ، منشورات Leaflets، الكتيبات) والتعرف على عملية التصميم الجرافيكي لإعطاء الطالب المزيد من الخبرات العملية في تطوير المهارات باستخدام الأدوات والمواد والأساليب المهنية لإنشاء صور احترافية من خلال دمج الرسوم التوضيحية والرسومات الأخرى بالتركيز على تطبيقات الكمبيوتر والمشاريع المعنية لتوسيع المهارات المفاهيمية والتقنية الإبداعية من خلال تقنيات الكمبيوتر.

العلاقات العامة، إدارة حملات العلاقات العامة، تقييم حملات العلاقات العامة، تطبيقات ونماذج حملات.

المتطلب السابق: MPR-1123 مدخل إلى العلاقات العامة والإعلان

MPR-4573 البروتوكول والإتيكيت (3-2-2)

يتناول هذا المساق مفهوم والبروتوكول والإتيكيت في الأنشطة والمؤسسات الحديثة، أنواع البروتوكول، البعد الثقافي للبروتوكول، منهجيات البروتوكول والإتيكيت، أنواع الأنشطة البروتوكولية، بروتوكول الأنشطة الرسمية، بروتوكول الأنشطة غير الرسمية، إدارة الأنشطة البروتوكولية، إتيكيت الملابس الرسمية وغير الرسمية والولائم، إتيكيت الحديث المباشر والحديث الهاتفي، إتيكيت الاجتماعات والمقابلات، نماذج تطبيقية.

المتطلب السابق: MPR-1123 مدخل إلى العلاقات العامة والإعلان

MPR-4523 الإعلام وإدارة الأزمات (3-0-3)

يتناول هذا المساق مفهوم الأزمات وكيفية إدارة الأزمات إعلامياً، والتخطيط الإعلامي لمواجهة الأزمات السياسية والاقتصادية والاجتماعية والإعلامية والكوارث الطبيعية، وكيفية التصدي للشائعات في إدارة الأزمة وطريقة بناء سيناريوهات إعلامية للأزمات والأساليب العلمية للتغطية الإعلامية قبل وأثناء وبعد حدوث الأزمات.

المتطلب السابق: MPR-1123 مدخل إلى العلاقات العامة والإعلان

MPR-4543 الاتصال المؤسسي (3-0-3)

يتناول هذا المساق دراسة الاتصال المؤسسي داخل منظمات الأعمال من حيث المفاهيم والعمليات الأساسية، قنوات الاتصال المؤسسي، الشبكات الاتصالية الداخلية، كما يتناول الاتصالات المؤسسية الإلكترونية، بالإضافة إلى نظريات الإدارة والاتصالات المؤسسية، تأثير اختلاف النظريات الإدارية على الاتصالات المؤسسية، أنماط القيادة الإدارية والنمط الاتصالي الفعال، اتصالات إدارة النزاعات والخلافات المؤسسية وأنماطها.

المتطلب السابق: لا يوجد

MPR-4553 تنظيم الأنشطة والفعاليات في العلاقات العامة (2-3)

يتناول هذا المساق أنشطة وفعاليات العلاقات العامة من حيث المفاهيم، الأهداف، الخصائص، السمات، دور العلاقات العامة في تنظيم الأنشطة والفعاليات، خطوات تنظيم الأنشطة والفعاليات في العلاقات العامة، أنواع أنشطة وفعاليات العلاقات العامة وطرق تنظيمها، المؤتمرات العلمية والعامة، المهرجانات والاحتفالات واللقاءات المفتوحة، المعارض، المحاضرات العامة، الندوات، ورش العمل، مناقشة نماذج ودراسات الحالة.

المتطلب السابق: MPR1123 مدخل إلى العلاقات العامة والإعلان

MPR4563 تخطيط حملات العلاقات العامة وتنفيذها (3-2-2)

يتناول هذا المساق التخطيط الإعلامي: المفهوم، العناصر، أنواع ومعايير التخطيط الإعلامي، الحملة الإعلامية: مفهومها مقوماتها، سمات الحملات الإعلامية للعلاقات العامة، أساليب تخطيط الحملات الإعلامية في العلاقات العامة، أنواع الحملات الإعلامية للعلاقات العامة، الجوانب الفنية والإدارية لحملات العلاقات العامة، خطوات تنفيذ حملات

MPR-4623 Online Public Relations (3-2-2)

This course deals with the concept of public relations via the Internet and its application as a tool and a means of communication, with its principles and techniques in the electronic environment. The concept of online public relations is used by different institutions to manage their objectives, functions, activities, media program contents, and their electronic reputation. Practitioners of public relations over the Internet can compare them with traditional public relations between the real and the virtual worlds. Using their tools such as websites, social media platforms, e-mails to review the information and corporate strategies and applications on the Internet, institutions can build interactive communication with their masses.

مدخل إلى العلاقات العامة MPR-1123 Pre-Requisite(s): والإعلان

MPR-4663 إنتاج المواد الإعلامية للعلاقات العامة (3-2-2)

يتناول هذا المساق تعريف أشكال الاتصال والإعلام المستخدمة في العلاقات العامة مثل البيانات الصحفية والمجلات والنشرات الإخبارية والعروض التقديمية والأفلام الوثائقية والمواقع الإلكترونية والصفحات الاجتماعية والمدونات. فنون إنتاج المواد الإعلامية للعلاقات العامة. حالات ونماذج تطبيقية، تصميم الدعوات والمطويات والإعلانات الخدمة العامة والنشرات والأدلة الإرشادية المطبوعة والإلكترونية.

المتطلب السابق: MPR-3633 المونتاج الرقمي في العلاقات العامة

MPR-4713 موضوعات متخصصة في الاتصال الجماهيري

والعلاقات العامة (3-2-2)

المتطلب السابق: إنجاز دراسة 90 ساعة دراسية معتمدة

MPR-4913 مشروع التخرج (3-3-0)

يقوم الطالب بإعداد مشروع في العلاقات العامة في شكل إنتاج فيلم توعوي أو بحث أو دراسة ميدانية أو برنامج مجتمعي أو إعلامي للعلاقات العامة تحت إشراف مدرس المساق.

المتطلب السابق: إنجاز دراسة 105 ساعة دراسية معتمدة

BNS-2353 Web and Multimedia (3-2-2)

The course provides students with the skills required to develop web pages and web sites with multimedia content. The course incorporates (i) Hypertext Markup Language (HTML)/XHTML implementation techniques (ii) Cascading Style Sheets (CSS), (iii) basic JavaScript client-side programming and (iv) basic database-driven server-side programming. The multimedia aspect of the course discusses the concepts, manipulation, and integration of the different multimedia components such as sound, video, pictures, and animation into web pages.

يتناول المساق النظريات والمفاهيم والممارسات المتعلقة بأعمال العلاقات العامة، يزود الطالب بخطة العمل لإنتاج برامج في مجال العلاقات العامة، تدريب الطالب على كيفية إنشاء شركة وكالات للعلاقات العامة، طرق الترويج للأعمال التجارية وبناء الصورة الذهنية للمؤسسة عن طريق استخدام استراتيجيات العلاقات العامة.

المتطلب السابق: MPR-4513 إدارة العلاقات العامة والإعلان

MPR-4733 استراتيجيات الإقناع (3-2-2)

يتناول هذا المساق التعريف بطبيعة العملية الإقناعية، نظريات الإقناع التي تساعد في عرض وتقديم المضامين الإعلامية والتعديلات السلوكية التي تنتج عن الاتصال الإقناعي، بالإضافة إلى عناصر العملية الاتصالية واستراتيجيات الرسالة الإقناعية والأساليب التكتيكية المستخدمة فيها والقدرات الإقناعية لوسائل الإعلام والجمهور والقابلية الإقناعية، بما يمثل القاعدة النظرية التي يجب أن ينطلق منها القائم بالاتصال في تعامله مع الجمهور المستهدف لتحقيق أهدافه.

المتطلب السابق: لا يوجد

MPR-4813 التدريب الميداني (3-30-0)

يتناول هذا المساق التدريب العملي الميداني لطلبة برنامج الاتصال الجماهيري في العلاقات العامة في إحدى مؤسسات أو إدارات العلاقات العامة، حيث يقضي الطالب (16) أسبوعاً في التدريب العملي يتعرف من خلالها على الممارسات العملية في العلاقات العامة تحت إشراف مشرف أكاديمي وآخر ميداني.

COLLEGE OF ARTS, SOCIAL SCIENCES AND HUMANITIES (CASSH)

ARB-1103 النحو وتطبيقاته 1 (3-0-3)

المساق يتضمن معرفة الطلبة لكلام العرب، المعرب والمبني، وعلامات المعرب الأصلية والفرعية، والمعارف وأنوعها وأحكامها وما تضمنه من ظواهر لهجية، وذلك بالقدر الذي يمكنه من معرفة الأخطاء النحوية وكيفية تفسيرها.

المتطلب السابق: لا يوجد

ARB-1113 النحو وتطبيقاته 2 (3-0-3)

المساق يتضمن معرفة الطلبة لأحكام الجملة الاسمية المجردة من العوامل اللفظية، وأن يُميز الطلبة بين النواسخ الفعلية وما يعمل عملها من حروف وشروط ذلك، وبين ما يعمل من إنَّ واخواتها عند تخفيفها وما يبطل عمله، وأحكام دخول لام الابتداء في جملة هذه الحروف. وما تضمن ذلك من وجوه قراءات وظواهر لهجية، وذلك بالقدر الذي يمكنه من معرفة الأخطاء النحوية وكيفية تفسيرها.

المتطلب السابق: ARB-1103 النحو وتطبيقاته 1

ARB-1173 الصرف (3-0-3)

تتناول هذه المادة مفهوم علم الصرف وطائفة من موضوعاته المحورية (مقدمة عن علم الصرف، أهميته، موضوعه، مصادره، واضعه، الغاية منه، والميزان الصرفي (ميزان الكلمات الزائدة والمحدوفة)، وأبنية الفعل ومباحثه، (من حيث التصرف وعدمه، التعدي واللزوم، الصحة والاعتلال وطائفة من موضوعاته الوظيفية التي يعرض فيها الخطأ (أبواب الثلاثي، وإسناد الأفعال إلى الضمائر، وتأكيد الفعل). ثم تتناول تدريب الطلبة على تحقيق مسائل علم الصرف في أحد مراجعه.

المتطلب السابق: لا يوجد

ARB-1193 تاريخ النحو العربي (3-0-3)

يتضمن هذا المساق تعريف بعلم النحو، علاقته بعلم اللغة الأخرى، وعصور الاحتجاج، الشواهد وأنواعها أسباب وضع النحو العربي، نشأته وفلسفته، العامل النحوي، تعدد اللهجات وأثره في قواعد النحو، طبقة المؤسسين، المذاهب (المدارس) النحوية – في البصرة، الكوفة، بغداد، الأندلس والمغرب، مصر وبلاد الشام – فلسفة كل مدرسة ومبادئها، أبرز شيوخها وجهودهم العملية، أسس الخلافات النحوية، وأمثلة عليها من مسائل الخلاف.

وظواهره الأدبية، كالأولوية، والرواية والتدوين، والوقوف على الأطلال، والانتحال والصعلكة... الخ، كما يتناول أهم الشعراء ونزعاتهم الشعرية.

المتطلب السابق: لا يوجد

ARB-1403 البلاغة 1 (3-0-3)

يهدف المساق إلى تناول مباحث علم المعاني، ومقدمة في الفصاحة والبلاغة، والكلام بين الخبر والإنشاء، والتعريف بالخبر والغرض منه، وأدوات توكيده، وخروج الكلام عن مقتضى الظاهر، والإراض البلاغية التي يخرج إليها الخبر، ويتناول معنى الإنشاء وتقسيمه إلى طليبي وغير طليبي وأنواع كل منهما، والجملة وركنيها ومواضعها، وأحوال أجزائها من ذكر وحذف وتقديم وتأخير وتعريف وتنكير وقصر، والفصل والوصل، والإيجاز والإطناب والمساواة.

المتطلب السابق: لا يوجد

ARB-2123 النحو وتطبيقاته 3 (3-0-3)

المساق يتضمن معرفة الطلبة لأركان الجملة الفعلية وأحكامها، وما ينوب ناب الفعل ويعمل عمله، والتمييز بين المفعولات، مع ملاحظة ما تضمنته هذه الأبواب من ظواهر لهجية، ووجوه قراءات وذلك بالقدر الذي يمكنه من معرفة الأخطاء النحوية وكيفية تفسيرها.

المتطلب السابق: ARB-1113 النحو وتطبيقاته 2

ARB-2133 النحو وتطبيقاته 4 (3-0-3)

المساق يتضمن معرفة الطلبة لأساليب كلام العرب، ومعرفة وما يتبع قبله في إعرابه وما يلحق ذلك من أحكام، وما يُزيل إبهام مفرد أو جملة؛ وذلك بالقدر الذي يمكنه من معرفة الأخطاء النحوية وكيفية تفسيرها.

المتطلب السابق: ARB-2123 النحو وتطبيقاته 3

ARB-2173 الصرف 2 (3-0-3)

تتناول هذه المادة طائفة من موضوعات علم الصرفية المحورية (المصدر، والمشتقات)، وطائفة من موضوعاته الوظيفية التي يعرض فيها الخطأ (الوقف، التأنيت، المقصور والمنقوص والممدود، تثنيها وجمعها، والتقاء الساكنين، الإمالة، جموع التكسير، النسب، التصغير). ثم تتناول تدريب الطلبة على تحقيق مسائل علم الصرف في أحد مراجعه.

المتطلب السابق: ARB-1163 الصرف 1

ARB-2223 فقه اللغة (3-0-3)

يتضمن هذا المساق التعريف بمفهوم اللغة، ونشأتها والفرق بين فقه وعلم اللغة، ومجال فقه اللغة وغاياته، وبدايات التأليف وأشهر مؤلفاته وعلم اللغة الحديث (اللسانيات)، علاقة العربية بأسرة اللغات السامية، تاريخ العربية وتطورها ولهجاتها، خصائصها، تنميتها وعلومها، دراسة بعض أبواب فقه اللغة مثل: الترادف، والمشتراك، غيرها، والفرق اللغوية بين الألفاظ، والقلب، والنحت وغيرها.

المتطلب السابق: لا يوجد

ARB-2233 الكتابة المتخصصة (3-0-3)

المتطلب السابق: لا يوجد.

ARB-1213 علم الأصوات (3-0-3)

يدرس الطالب في هذا المساق معطيات علم الأصوات الحديث، ويستكشف إمكانية الإفادة منها فيما يدرسه من فروع العربية الأخرى، كالصرف والنحو، والعروض، والمعجم، والبلاغة؛ ومنزلة علم الأصوات من النظام اللغوي وأقسامه ومنهجه ومجالاته التطبيقية، ووصف الصوامت والصوائت العربية، والظواهر الصوتية، كالنبر والمقطع، والتنغيم، وغيرها والإعلال والإبدال، ومواصفات الأصوات، ورموزها الكتابية.

المتطلب السابق: لا يوجد

ARB-1303 الأدب الجاهلي وقضاياه (3-0-3)

تهدف دراسة هذا المساق إلى تعريف الطلاب بمفهوم الأدب الجاهلي وقضاياه، ودراسة حياة العرب قبل الإسلام و يستدل على طبيعة الحياة الاجتماعية والثقافية والفكرية والسياسية والاقتصادية، والنثر العربي وأهم مظاهره وخصائصه وكذلك دراسة جملة المشكلات والتساؤلات التي فتحت أبواب الخلاف والاجتهاد بين الباحثين في الشعر الجاهلي والأغراض الفنية للشعر وأثره في تصوير للحياة الاجتماعية والدينية والفكرية، وتدرس بعض قضاياه وظواهره الأدبية، كالأولوية، والرواية والتدوين، والوقوف على الأطلال، والانتحال والصعلكة... الخ، كما يتناول أهم الشعراء ونزعاتهم الشعرية.

المتطلب السابق: لا يوجد

ARB-1403 البلاغة 1 (3-0-3)

يهدف المساق إلى تناول مباحث علم المعاني، ومقدمة في الفصاحة والبلاغة، والكلام بين الخبر والإنشاء، والتعريف بالخبر والغرض منه، وأدوات توكيده، وخروج الكلام عن مقتضى الظاهر، والإراض البلاغية التي يخرج إليها الخبر، ويتناول معنى الإنشاء وتقسيمه إلى طليبي وغير طليبي وأنواع كل منهما، والجملة وركنيها ومواضعها، وأحوال أجزائها من ذكر وحذف وتقديم وتأخير وتعريف وتنكير وقصر، والفصل والوصل، والإيجاز والإطناب والمساواة.

المتطلب السابق: لا يوجد

ARB-2123 النحو وتطبيقاته 3 (3-0-3)

المساق يتضمن معرفة الطلبة لأركان الجملة الفعلية وأحكامها، وما ينوب ناب الفعل ويعمل عمله، والتمييز بين المفعولات، مع ملاحظة ما تضمنته هذه الأبواب من ظواهر لهجية، ووجوه قراءات وذلك بالقدر الذي يمكنه من معرفة الأخطاء النحوية وكيفية تفسيرها.

الأدب الجاهلي وقضاياه (3-0-3)

تهدف دراسة هذا المساق إلى تعريف الطلاب بمفهوم الأدب الجاهلي وقضاياه، ودراسة حياة العرب قبل الإسلام و يستدل على طبيعة الحياة الاجتماعية والثقافية والفكرية والسياسية والاقتصادية، والنثر العربي وأهم مظاهره وخصائصه وكذلك دراسة جملة المشكلات والتساؤلات التي فتحت أبواب الخلاف والاجتهاد بين الباحثين في الشعر الجاهلي والأغراض الفنية للشعر وأثره في تصوير للحياة الاجتماعية والدينية والفكرية، وتدرس بعض قضاياه

أن يتعرف على مفهوم الأنواع النصية ويعبر عنها لغوياً ويعرف الوظائف التواصلية للنصوص ويوظف ما تعلمه في كتابة مقالات متنوعة.

المتطلب السابق: COM-1123 مهارات الاتصال والتحليل باللغة العربية

ARB-2243 اللسانيات العامة والدلالة (3-0-3)

المساق يهدف لتعريف الطالب بمستويات التحليل اللساني، والمدارس اللسانية الحديثة، ومدى تأثير اللسانيين العرب المعاصرين بالثقافات الأجنبية وبخاصة الأوروبية والأمريكية، وأمريكا. ومناهج الدراسات اللسانية (الوصفي والتاريخي والمقارن والتقابلي) ومجالاتها ومستوياتها الصوتية الصرفية، وبعض المصطلحات اللسانية الحديثة، كالصوامت والصوائت وغيرها، وأهم النظريات الدلالية.

المتطلب السابق: لا يوجد

ARB-2393 الأدب الشعبي (3-0-3)

أن يتعرف على مفهوم الأدب الشعبي وخصائصه ويحلل النصوص ويقارنها بغرض أن يستنبط أوجه التشابه والاختلاف وكتابة التقارير المختلفة.

المتطلب السابق: لا يوجد

ARB-2413 البلاغة 2 (3-0-3)

المساق يتضمن معرفة الطلبة لأهمية علمي البيان والبديع التشبيهية - أدواته - أغراضه البلاغية، أنواع التشبيه من حيث الطرفان ووجه الشبه - الحسي والعقلي، الأفراد والتركيب - التشبيه التمثيلي، الحقيقة والمجاز، والمجاز المرسل وأنواعه وعلاقاتها، والمجاز العقلي، والاستعارة بأنواعها: التصريحية والمكنية والتمثيلية، والكناية، وموضوعات علم البديع: السجع والجناس والمطابقة وحسن التعليل، التكرار والمشاكلة وأسلوب الحكيم، المبالغة - رد الأعجاز على الصدور.

المتطلب السابق: ARB-1403 البلاغة 1

ARB-2443 النقد الأدبي القديم (3-0-3)

يهدف هذا المساق إلى دراسة نشأة النقد القديم من بداياته إلى نهاية القرن الرابع الهجري وتعرف أبرز النقاد الأعلام، ومؤلفاتهم في النقد، والمهاد التي ترعرع فيها خلال المراحل التاريخية، وتتبع الحركة النقدية، والتجارب التي مرت بها، والقواعد التي أسسها النقاد له واتخذوها مقاييس لتقدير الأعمال الأدبية وتقويمها.

المتطلب السابق: لا يوجد

ARB-2513 المكتبة العربية (3-0-3)

يهدف المقرر لتزويد الطالب بمعرفة المصادر والمراجع الأصلية من كتب التراث قديمها وحديثها على مستويي الدراسة اللغوية والأدبية والنقدية، وذلك باستعراض نماذج منها؛ ووقفاً على مناهجها ونماذج لعرض مادتها العلمية، مع عقد موازنة بين القديم والحديث منها؛ ليتمكن الطلبة من إمكانية تعزيز الإفادة من تراث سابقهم على مستويي دراساتهم الحديثة وسابقتها.

المتطلب السابق: لا يوجد

ARB-3123 الأدب في صدر الإسلام والعصر الأموي (3-0-3)

يهدف هذا المساق إلى تعريف الطلبة بالأدب في عصر صدر الإسلام وعصر بني أمية؛ للكشف عن نقاط الاتصال والانفصال، الائتلاف والاختلاف بين الآداب العربية، سعياً إلى إكساب الطلاب القدرة على إبراز مظاهر التأثير والتأثير بين الأدبين؛ بما يمكنه من إدراك مظاهر التماشج بين الثقافات وفهم النصوص الأدبية بشكل أعمق، وإرجاع المضامين المختلفة للنصوص، والأجناس والأشكال إلى جذورها في الأدب العربي والإسلامي.

المتطلب السابق: ARB-1303 الأدب الجاهلي وقضاياها

ARB-3143 النحو وتطبيقاته 5 (3-0-3)

المساق يتضمن معرفة الطلبة لوجوه كلام العرب، وذلك بمعرفة حروف الجر ومعانيها وآراء النحاة وعلماء التفسير في إنابة بعضها مكان بعض، وأقسام الإضافة ومعانيها وما تحدته من تعبير في اللفظ، وإقادة في المعنى، والتمييز بين أساليب كلام العرب وما تضمنته من ظواهر لهجية، وذلك بالقدر الذي يمكنه من معرفة الأخطاء النحوية وكيفية تفسيرها.

المتطلب السابق: ARB-2133 النحو وتطبيقاته 4

ARB-3153 النحو وتطبيقاته 6 (3-0-3)

المساق يتضمن معرفة أساليب النداء والتفريق بينها، والممنوع من الصرف، وإعراب الفعل المضارع أحكام جملة الشرط والجواب من حيث الإعراب ومن حيث ذكر أركانها وحذف بعضها، والعدد وكنائياتها، والجمال التي لها محل من الإعراب والتي لا محل لها.

المتطلب السابق: ARB-3143 النحو وتطبيقاته 5

ARB-3183 التصحيح اللغوي (3-0-3)

المساق يتضمن معرفة الطلبة بالأخطاء النحوية والصرفية والمعجمية الشائعة وطريقة تصحيحها، والأخطاء الأسلوبية الناجمة عن الترجمة الحرفية والجهل بقواعد اللغة.

المتطلب السابق: ARB-1103 النحو وتطبيقاته 1 + ARB-1113 النحو وتطبيقاته 2

ARB-3253 دراسات معجمية (3-0-3)

تتناول هذه المادة تعريف المعجم اللغوي ونشأة تأليف المعاجم وتطورها والمعاجم العربية الحديثة وعيوبها وكيفية علاجها. كما يتناول مشكلات تنمية المعاجم اللغوية ومجالات استخدام الحاسوب في صناعة المعاجم.

المتطلب السابق: ARB-2513 المكتبة العربية

ARB-3323 الأدب العباسي 1 الشعر (3-0-3)

المساق يتناول العصر العباسي، أبرز شعرائه، شعرهم، أغراضه، وفنونه، ودوره في تصوير الحياة في العصر العباسي اجتماعياً وسياسياً واقتصادياً، ومظاهر التجديد في هذا العصر ومنهجهم وشكل القصيدة عندهم، على أن يكتسب الطالب المقدرة والمهارة التي تمكنه من مقارنة نصوص هذا العصر مع غيرها، ليذكر ما امتازت به، وما يمكن تسجيله عليها من مأخذ.

المتطلب السابق: ARB-2313 الأدب في صدر الإسلام والعصر الأموي

ARB-3333 الأدب العباسي 2 النثر (3-0-3)

المساق يتضمن معرفة الطلاب لمفهوم النثر في العصر العباسي وخصائصه ويحلل النصوص، ويقارنها بغرض أن يستنبط أوجه التشابه والاختلاف وكتابة التقارير المختلفة.

المتطلب السابق: لا يوجد

ARB-3373 الأدب الأندلسي والمغربي (3-0-3)

المساق يتضمن معرفة الطلبة للأدب الأندلسي وخصائصه ويحلل النصوص ويقارنها بغرض أن يستنبط أوجه التشابه والاختلاف وكتابة التقارير المختلفة.

المتطلب السابق: لا يوجد

ARB-3423 تطبيقات أسلوبية وبلاغية (3-0-3)

المساق يتضمن معرفة الأساليب البلاغية المختلفة، واللسانيات الحديثة، وتطبيقات ذلك.

المتطلب السابق: لا يوجد

ARB-3433 العروض والقافية (3-0-3)

يدرس الطالب في هذا المقرر نماذج تطبيقية من خلال نصوص شعرية مختارة تطبيقاً على ما يدرسه في علم العروض والقافية؛ وذلك بالتعرف على الكتابة العروضية، والدوائر العروضية، والزحافات والعلل، والبحور الشعرية وتفعيلاتها؛ ليتوصل لمعرفة البحر.

المتطلب السابق: لا يوجد

ARB-3443 أدب الخليج (3-0-3)

أن يتعرف على مفهوم أدب الخليج وخصائصه ويحلل النصوص ويقارنها بغرض أن يستنبط أوجه التشابه والاختلاف وكتابة التقارير المختلفة.

المتطلب السابق: لا يوجد

ARB-3463 نصوص الأدب الجاهلي وتحليلها (3-0-3)

تهدف دراسة هذا المساق إلى أن يُحْكَم الطالب المعايير النقدية القديمة في نقد نصوص الأدب الجاهلي وتحليلها؛ وذلك بتلمُّس مواطن الجمال والإبداع في انتقاء النصوص التعليمية.

المتطلب السابق: لا يوجد

ARB-3523 مناهج تحقيق التراث (3-0-3)

المساق يتضمن معرفة الطلبة؛ وذلك بمعرفة الأسس العلمية لتحقيق التراث، والمناهج التي اتخذها العرب لتحقيق تراثهم اللغوي وإدراك الخصوصية المعرفية والثقافية للتراث العربي والإسلامي؛ وذلك بطرح الموضوعات التراثية برؤية معاصرة تفي بالعلاقة القائمة بين القديم والحديث.

المتطلب السابق: لا يوجد

ARB-4353 الشعر العربي الحديث (3-0-3)

يتناول هذا المساق اتجاهات الشعر الحديث: حركة الإحياء والاتجاه التأثر بالرومنتيكية، وحركة الشعر الجديد، ويقف عند نصوص شعرية ممثلة لظواهر الشعر العربي في هذه المرحلة وخصائصه وقضاياه واتجاهاته.

المتطلب السابق: لا يوجد

ARB-4363 أدب الطفل (3-0-3)

يتناول هذا المساق أدب الطفل، مفهومه، سماته، أشكاله، والفرق بين الكتابة للكبار والصغار، تحليل نصوص شعرية خاصة يتداخل فيها ما يكتبه الطفل وما يكتبه الكبار للطفل. مسرح الطفل، حضوره في الرواية العربية الحديثة (ماهية حضور الطفل)، وسائط أدب الصغار، العمل على تجسيد وتصميم عمل قصصي يتناسب مع أهداف أدب الأطفال.

المتطلب السابق: لا يوجد

ARB-4383 النثر العربي الحديث (3-0-3)

يهدف هذا المساق إلى التعريف بمفهوم النثر في العصر الحديث؛ فنونه، نشأته، وأشكاله، وعوامل حضورها في الدرس النثري العربي الحديث، تطوره بعد الحرب العالمية الثانية، وفنونه الجديدة: القصة والرواية، بداية تأثر النثر العربي بالنثر الغربي، تطور الرواية ونشأة الأدب المسرحي، مع دراسة فن السيرة الأدبية. ويستصحب ذلك خلاصة نقدية للخطاب النثري العربي الحديث والمعاصر.

المتطلب السابق: لا يوجد

ARB-4453 النقد الأدبي الحديث (3-0-3)

يهدف هذا المساق إلى التعريف بالنقد الأدبي الحديث وتطوره في الوطن العربي والغرب وكيف تأثر العرب -بالأخير- كما يتناول المساق أهم القضايا النقدية في العصر الحديث وأهم المدارس الأدبية والمناهج النقدية، ويعرض للمذاهب الأدبية الكلاسيكية والرومانسية والواقعية والرمزية ومذاهب الحداثة. ويتناول دراسة المناهج النقدية: التاريخي والاجتماعي والنفسي والجمالي.

المتطلب السابق: ARB-2443 النقد الأدبي القديم

ARB-4473 الأدب المقارن (3-0-3)

يهدف هذا المساق إلى التعريف بالأدب المقارن ونشأته وتطوره في الغرب وكيف تأثر به العرب وأصبح علماً قائماً بذاته، له أصوله ومناهجه ومدارسه، كما يتعرض لأهم قضايا الآداب المقارنة بالدرس والتحليل من مثل: الأدب العربي والثقافة اليونانية والفارسية التأثير والتأثير، أثر المذاهب الأدبية الأوروبية في الأدب العربي الحديث، أدب الرحلات، النماذج البشرية في الأدب مثل: كليوبترا، البخيل، وفنون الملاحم والأساطير.

المتطلب السابق: لا يوجد

ARB-4533 مناهج البحث في اللغة والأدب (3-0-3)

المساق يتضمن معرفة الطلبة بمناهج البحث اللغوي التاريخي والوصفي والمقارن، وما اعتمد البحث اللغوي من أصول التراث اعتماداً على المعايير النحوية واللغوية، ودراسة المدارس اللسانية في تحليل الخطاب واستخلاص ملامح النقد الأدبي القديم ومقارنتها

بمناهج النقد الأدبي الحديث الأسلوبية والنقد اللساني، ونظرية التنوع النصي، مناهج البحث في التأليف المعجمي: المعجم الوصفي، والمعجم التاريخي، والمعجم المتخصصة.

المتطلب السابق: لا يوجد

ARB-4713 موضوعات متخصصة في اللغة العربية (3-0-3)

التعرف على دراسات متقدمة في اللغة العربية وأدائها، ويشمل ذلك الأبحاث العلمية المنشورة حديثاً في تخصص اللغة العربية وتفصيلها الدقيقة.

المتطلب السابق: لا يوجد

ARB-4813 التدريب العملي (3-30-0)

المساق يتضمن توجه عملية التدريب نحو تطوير المهارات العملية للطالب على النحو الذي يكسبه وعياً بمتطلبات الممارسة ويؤهله لممارسة التخصص على أسس سليمة.

المتطلب السابق: النجاح ب 90 ساعة معتمدة

ARB-4913 مشروع بحث تطبيقي (3-3-1)

التعرف على مفاهيم البحث العلمي ومنزلته في حياة الشعوب، وما ينبغي مراعاته من التزام أخلاقيات هذا البحث.

المتطلب السابق: ARB-4533 مناهج البحث في اللغة والأدب

COLLEGE OF HEALTH SCIENCES (CHS)

APH-1123 Anatomy and Physiology for Nursing 1 (2-2-3)

The course covers the principal topics in human anatomy and physiology, from a basic organization of the body through each body system. Topics include the skeletomuscular system, the nervous system, special senses, endocrinology. It allows students to explore anatomical and physiological concepts through a range of classroom activities.

Pre-Requisite(s): None

Co-requisite: BIO-1112 Human Biology

APH-1163 Anatomy and Physiology for Nursing 2 (2-2-3)

This course is designed to build upon concepts covered in the Anatomy and Physiology 1 course. It aims to expand students' knowledge and skills on body systems in terms of coordination and the communication processes. Anatomical and physiological concepts are explored through a range of activities.

Pre-Requisite(s): APH-1123 Anatomy and Physiology for Nursing 1

BCH-1143 Biochemistry for Nursing (2-2-3)

The course provides students with an overview of biochemistry. It aims to explore the principles structures, functions, and metabolism of essential biological micro/macromolecules such as the carbohydrates, proteins, and lipids, as well as role of enzymes and hormones in hemostasis. The clinical relevance is emphasized by correlating disease to essential information.

Pre-Requisite(s): NA

BIO-1112 Human Biology (2-0-2)

This course introduces anatomical concepts from the cellular level to the whole organism. It outlines the basic biological and chemical principles vital to comprehension of the organization of the human body and its structure of cells, tissues and organs. Furthermore, the focus of the course is to establish a basic understanding of the interrelationships between the following topics: selected biological molecules, cellular process, mechanisms of inheritance and genetic variation, the principle of homeostasis, and structure and function of the skin and body membranes.

Pre-Requisite(s): None

MBO-1153 Microbiology for Nursing (2-2-3)

This course aims to introduce the nursing student the general principles of microbiology, the essential knowledge of various types of microorganisms the

methods of their classification and preventive measures to reduce the spread in infection in the hospital. Major theoretical concepts learned is emphasized during the Microbiology Laboratory sessions.

Pre-Requisite(s): BCH-1143 Biochemistry for Nursing

PHL-2172 Pathophysiology (3-0-3)

This course focuses on the physiological changes that occur as a result of internal and external environmental stressors and pathological responses of the body that lead to the appearance of the signs and symptoms of the disease in response to these changes. The concepts and the fundamental pathophysiology of the most common health problems will be explored.

Pre-Requisite(s): APH-1163 Anatomy and Physiology for Nursing 2

PML-2183 Clinical Pharmacology for Nursing (3-0-3)

This course aims to equip students with principles of pharmacology. Emphasis is placed on drug classification and action, including pharmacokinetics and pharmacodynamics. It also expands students' knowledge of the pharmacological action on the various body systems, as well as the nursing interventions to minimize drug side effects.

Pre-Requisite(s): APH-1163 Anatomy and Physiology for Nursing 2, PHL-2172 Pathophysiology

NUR-2212 Therapeutic Communication (2-0-2)

This course aims to explain the principles of therapeutic communication as an essential dimension of nursing care. It asserts various models and strategies for delivering therapeutic communication in different health care settings. The student will be required to demonstrate a summative understanding of therapeutic communication concepts.

Pre-Requisite(s): MTL-1132 Medical Terminology

NUR-2312 Foundations of Growth and Development (2-0-2)

This course equips students with essential concepts and theories related to the growth and development of humans throughout the life span. It focuses on the biological, psychosocial, cognitive, moral, and spiritual characteristics of each developmental stage. The student will be introduced to the strategies that can be used to help the individuals of specific developments period to

attain optimal health. The framework of the course is based on the concept of health maintenance and promotion.

Pre-Requisite(s): MTL-1132 Medical Terminology

NUR-2314 Comprehensive Health Assessment (3-2-4)

This course equips students with the essential knowledge and skills to perform health assessment for an individual patient by using assessment techniques which includes inspection, palpation, percussion, and auscultation. Normal findings and common deviation from normal of each of the major body systems is emphasized. There are numerous opportunities to practice health weekly in the Simulation Laboratories.

Pre-Requisite(s): APH-1163 Anatomy and Physiology for Nursing 2

NUR-2323 Foundation of Professional Nursing (2-2-3)

This course is designed to provide the nursing student with the essential knowledge and competencies related to the client's physiological, psychological, and social needs according. It also emphasizes on the importance of individualized person-centered care through contemporary nursing practices.

Pre-Requisite(s): NUR-2314 Comprehensive Health Assessment

NUR-2332 Emergency and Disaster Nursing (2-0-2)

This course provides a critical understanding of the nature of emergency nursing, and the roles of nurses in mitigating emergency cases. Students capture the underlying basic and complex care strategies required to mitigate emergency cases that are experienced by the individual, group and the institutions in the community. The nursing student will recognize and appreciate their role in disaster management.

Pre-Requisite(s): None

Co-requisite: NUR-2314 Comprehensive Health Assessment

NUR-2222 Ethical Considerations in Nursing (2-0-2)

The course focuses on the UAE legal principles and legislative requirements that underpin day-to-day work and control safe and competent practice. Health professionals confront a multitude of ethically challenging situations and decisions within the boundaries of the law.

Pre-Requisite(s): MTL-1132 Medical Terminology

NUR-2232 Nursing Informatics (2-0-2)

This course provides nursing students with the fundamental concepts to understand computerized

health information system. It focuses on the identification of the health care cost reduction methods, quality of care, and access to care through an automated system.

Pre-Requisite(s): NUR-2314 Comprehensive Health Assessment

NUR-3913 Foundation of Professional Nursing – Clinical (0-9-3)

This clinical course aims to provide the nursing student with real-life experiences. Hospital clinical placements will extend students' experience in incorporating their knowledge and skills gained in the Simulation Laboratory.

Pre-Requisite(s): NUR-2323 Foundation of Professional Nursing

NUR-3343 Adult Health Nursing 1 (2-2-3)

This course focuses on the concepts of adult health nursing to meet the individualized needs related to the various health conditions. It emphasizes on the application of the nursing process framework which provides holistic person-centered nursing care for patients and their families.

Pre-Requisite(s): APH-1163 Anatomy and Physiology for Nursing 2, NUR-2323 Foundation of Professional Nursing

NUR-3923 Adult Health Nursing 1 – Clinical (0-9-3)

A Student is guided to apply the knowledge and skills gained in the theoretical component, of this course. It expands students' clinical experience in meeting the individual's health needs regarding medical and surgical health conditions. The student will be exposed to real health cases in clinical settings that will equip them with the essential decision-making and problem-solving skills to achieve clinical judgement.

Pre-Requisite(s): None

Co-requisite: NUR-3343 Adult Health Nursing 1

NUR-3243 Leadership and Quality Management in Nursing (3-0-3)

This course equips students with the concepts and principles of leadership and quality management that are necessary to make them competent in managing health care services and good decision makers. It develops students' leadership ability as a change agent influencing the quality of health care service.

Pre-Requisite(s): NUR-2232 Nursing Informatics, NUR-2222 Ethical Considerations in Nursing

NUR-3353 Adult Health Nursing 2 (2-2-3)

This is a sequel course for Adult Health Nursing I course. It expands the students' clinical experience to various and complex medical and surgical health cases. Student is expected to integrate critical thinking and problem-solving skills (clinical judgement) in analyzing and managing health cases to perform independent nursing care interventions.

Pre-Requisite(s): NUR-3343 Adult Health Nursing 1

NUR-3933 Adult Health Nursing 2 – Clinical (0-9-3)

This course is a sequel to Adult Health Nursing 1 (Clinical), and it guides the student to integrate the knowledge, skills, and competencies gained. It broadens a student's clinical experience in various and complex medical and surgical health cases. It allows students to utilize advanced decision-making and problem-solving skills to practice clinical judgement during the management of multiple health cases.

Pre-Requisite(s): NUR-3923 Adult Health Nursing 1 – Clinical

Co-requisite: NUR-3353 Adult Health Nursing 2

NUR-3423 Children and Adolescent Health Nursing (2-2-3)

This course provides a comprehensive approach to child and family health. The implementation of the nursing process that focuses on updated evidence-based practices in caring for healthy and sick children and their families is a core focus of this course.

Pre-Requisite(s): NUR-2312 Foundations of Growth and Development

Co-requisite: NUR-3343 Adult Health Nursing 1

NUR-3943 Children and Adolescent Health Nursing - Clinical (0-9-3)

This course provides the students with the essential clinical training regarding children-and-adolescence, and their families. It aims to train the students in quality person-centered nursing care with critical and systematic understanding of the children-and adolescent health care management system.

Pre-Requisite(s): NUR-2312 Foundations of Growth and Development

Co-requisite: NUR-3933 Adult Health Nursing 2 – Clinical

NUR-3412 Mental Health Nursing (2-0-2)

This course provides students with the essential concepts and theories of psychiatric and mental health nursing care. It emphasizes the nursing concept and process in terms of assessing, planning, and evaluating patients with various psychiatric disorders. The student will apply psychiatric

management strategies and tools by integrating critical thinking and decision-making skills.

Pre-Requisite(s): None

Co-requisite: NUR-3343 Adult Health Nursing 1

NUR-3953 Mental Health Nursing – Clinical (0-9-3)

This course provides students with the essential clinical training to integrate the concepts of psychiatric and mental health nursing care. It equips students with mental health concepts, psychiatric management strategies to manage patients with various psychiatric mental health disorders, and incorporate critical thinking and decision-making skills during the actual clinical practice.

Pre-Requisite(s): None

Co-requisite: NUR-3933 Adult Health Nursing 2 – Clinical

NUR-4962 Intensive Clinical Training 1 (0-12-2)

This course draws together Adult Health Nursing, Children and Adolescent Health Nursing, as well as Mental Health Nursing's theoretical and clinical concepts of previous clinical-related experiences. It will focus on person-centered nursing care, legal and ethical responsibilities, quality and safety measures, and clinical judgement abilities applied to the health care of these individuals and their families.

Pre-Requisite(s): None

Co-requisite: NUR-4363 Critical Care Nursing, NUR-4973 Critical Care Nursing – Clinical

NUR-4363 Critical Care Nursing (2-2-3)

This course highlights advanced clinical approaches in nursing care. It emphasizes on the pathophysiological and psychological concepts to interpret the nursing management requirements for a critically ill patient. It also exposes students to various diagnostic procedures, equipment to elevate their skills, and competencies in the area of critical care.

Pre-Requisite(s): NUR-3933 Adult Health Nursing 2 – Clinical

NUR-4973 Critical Care Nursing – Clinical (0-9-3)

This course equips students with essential skills and competencies required to manage a critically ill patient. The student is required to provide a comprehensive health assessment for critically ill patients by incorporating critical thinking and decision-making skills to master clinical judgment during the management of the critically ill patient.

Pre-Requisite(s): NUR-3933 Adult Health Nursing 2 – Clinical

Co-requisite: NUR-4363 Critical Care Nursing

NUR-4513 Maternal Health Nursing (2-2-3)

This course introduces students to women and child health care issues. Furthermore, it focuses on formulating a nursing care plan to optimize a women's health condition during the reproductive period. It explains the physiological, psychological, and social issues during the pregnancy, labor, and postnatal periods. Also, the student will gain the essential knowledge and skills in relation to fetus growth and development, as well as family planning.

Pre-Requisite(s): NUR-3353, NUR-3933 Adult Health Nursing 2 – Clinical, NUR-3423 Children and Adolescent Health Nursing, NUR-3943 Children and Adolescent Health Nursing - Clinical

NUR-4983 Maternal Health Nursing – Clinical (0-9-3)

The course aims to introduce the student to Maternal Health Nursing in clinical practice, and integrates the principle of women and child health care. Students will perform various with maternal health clinical assessments associated to the reproductive period: prenatal, natal, and postnatal. The course highlights maternal quality nursing care for neonatal and postpartum mothers.

Pre-Requisite(s): NUR-3353, NUR-3933 Adult Health Nursing 2 – Clinical, NUR-3423, NUR-3943

Co-requisite: NUR-4513 Maternal Health Nursing

NUR-4260 Internship and Licensing Examination Training 1 (2-0-0)

The Internship and Licensing Examination Training will be presented as a series of workshops to enhance practice readiness of the nursing graduates. During these sessions students will become informed about the expectations and conduct during the 6-month Internship Training after graduation.

Pre-Requisite(s): None

NUR-4964 Intensive Clinical Training 2 (0-24-4)

This course is a continuation of the Intensive Clinical Training 1 course and draws together Critical Care Nursing, Maternal Health Nursing and a *Student-Selected Clinical Practice Field's* theoretical and clinical concepts of previous clinical-related experiences. It will focus on person-centered nursing care, legal and ethical responsibilities, quality and safety measures, and clinical judgement abilities.

Pre-Requisite(s): NUR-4962 Intensive Clinical Training 1

NUR-4712 Community Health Nursing (2-0-2)

This course is designed to introduce the student to the theoretical concepts and substantive depth of Community Health Nursing. It focuses on the concept of family-centered care, and it equips students with the fundamental knowledge, skills

and competencies in providing the health care requirements of the general community.

Pre-Requisite(s): NUR-3933 Adult Health Nursing 2 – Clinical, NUR-3943 Children and Adolescent Health Nursing – Clinical, NUR-3953 Mental Health Nursing – Clinical, NUR-4962 Intensive Clinical Training 1, NUR-4973 Critical Care Nursing – Clinical, NUR-4983 Maternal Health Nursing – Clinical

NUR-4993 Community Health Nursing – Clinical (0-9-3)

This course provides the students with essential clinical training in different community settings. It focuses on preparing the students with the fundamental competencies related to illness prevention and health promotion for the general community. The course synthesizes community-based nursing to promote community public health.

Pre-Requisite(s): None

Co-requisite: NUR-4712 Community Health Nursing

NUR-4270 Internship and Licensing Examination Training 2 (2-0-0)

This course is a sequel to the Internship and Licensing Examination Training 1 course and will be presented as a series of workshops to enhance practice readiness of the nursing graduates. During these sessions students will become informed about the expectations and conduct during the 6-month Internship Training after graduation.

Pre-Requisite(s): NUR-4260 Internship and Licensing Examination Training 1

BST-2193 Biostatistics (3-0-3)

This course is designed to provide an introduction Statistics and Biostatistics principles for nursing students. This course emphasizes on explaining key concepts for probability and inference, including random variation, systematic error, sampling error, and measurement error. The Student will understand central tendency and variability in data; statistical hypothesis testing and its application to group comparisons.

Pre-Requisite(s): None

NUR-3253 Research Methodology for Nursing (3-0-3)

The course provides students with the a conceptual approach to research. It equips students with the research techniques necessary to establish formative and normative skills when writing their Capstone-Research Paper in their specialized fields and to pursue quality research work.

Pre-Requisite(s): BST-2193 Biostatistics

NUR-4913 Nursing Research Capstone (3-0-3)

This course is the sequel to the Research Methodology for Nursing course, and is designed to build on the concepts and knowledge gained from previous research nursing courses allowing for the application of theories and concepts associated with nursing research, and management of care. Students will complete a research project that demonstrates innovation and quality improvement.

Pre-Requisite(s): NUR-3253 Research Methodology for Nursing

DEPARTMENT OF GENERAL EDUCATION (DGE)

COM-1113 Academic Writing I (3-0-3)

This course aims at preparing students for freshman composition while reinforcing the grammar and writing skills. It introduces students to the fundamentals of grammar, punctuation, and other essential writing skills. Students learn how to communicate their ideas in clear sentences, avoid grammatical mistakes, and develop them into coherent paragraphs. The course reinforces the use of effective argumentative prose, with particular emphasis on organization and clarity. English language skills include further intermediate-level grammar study that also focuses on introducing more academic vocabulary.

Pre-Requisite(s): None.

COM-1123 مهارات الاتصال باللغة العربية (3-0-3)

يهدف المقرر إلى إكساب الطالب المهارات الكتابية والشفوية التي تعينه على استخدام اللغة استعمالاً صحيحاً؛ ليحقق عن طريقها ما لديه من مقاصد وارتباطات مع الآخرين. وليتصبح في مقدوره تحليل جميع النصوص واستخراج ما فيها من أفكار تُعينه على المعرفة واستنباط الحقائق في جميع مناحي حياته.

المتطلب السابق: لا يوجد

COM-1133 Public Speaking (3-0-3)

This course is designed to assist the students in developing public speaking skills. The course is organized so as to develop both critical and presentational skills. The students are trained to select the organized ideas, to adapt their message to a particular audience, to support ideas clearly, vividly, and logically, to build confidence while speaking in front of an audience, and to evaluate speeches.

Pre-Requisite(s): none.

COM-1143 English Communication Skills (3-0-3)

This course focuses on improving communication skills, developing effective listening strategies, gaining intelligibility in speaking, and acquiring familiarity with basic academic writing conventions. The course explores different types, contexts, and aspects of human communication such as interpersonal, intrapersonal, small group, and mass communication. It also aims to equip the students with the appropriate skills needed in speech composition, preparation and its presentation.

Pre-Requisite(s): EMSAT or its equivalent

COM-1153 الانشاء وكتابة التقارير (3-0-3)

تهتم هذه المادة بتدريب الطلبة على اكتساب القدرة على التعبير بنوعيه، ليصبحوا قادرين على التعبير عما يجول في خواطرهم، ويحيط بهم، وهو المحصلة النهائية لكافة ألوان النشاط اللغوي، ويعد أيضاً الهدف النهائي الشامل للتعليم اللغوي من منطلق أنَّ اللغة عملية تواصل وتفاعل اجتماعي.

المتطلب السابق: لا يوجد

MTH-1213 Mathematics (Algebra) (3-0-3)

Mathematics (College Algebra) Course is designed for college students taking business, information technology, mass communication and public relations, arts and social sciences. The topics emphasized are Linear equations; algebraic and graphical solutions of the quadratic equations; exponents and radicals; complex numbers; binomial expansion; determinants; progressions; solutions of equations, several equations in several variables.

Pre-Requisite(s): none.

ICT-1313 التطبيقات الحاسوبية (3-0-3)

هذا المقرر من المقررات الأولية (مبتدئ) صمم لتعريف طلبة الجامعة بأساسيات استخدام الحاسب الآلي. ويهدف إلى تزويد الطلبة بمهارات استخدام الحاسب الآلي وتقنية المعلومات اللازمة لإنشاء، معالجة وتناقل المعلومات لاكتساب الخبرة اللازمة لتلبية متطلبات مرحلة ما بعد المدرسة ومراحل الدراسات العليا في مجالاتها المختلفة.

المتطلب السابق: لا يوجد

LSS-1463 Ethics and Citizens Rights (3-0-3)

This course is designed to familiarize the students with the major moral theories and practice of ethics from the worldview perspective. It introduces students to the ethical theory to apply them to specific classic and contemporary moral problems such as lying, cheating, and establishing ethical business practices, honoring ethical obligations that constitute the basic fabric of everyday moral life cutting across the public and private lives.

Pre-Requisite(s): none.

LSS-1463 الأخلاق وحقوق المواطنة (3-0-3)

يتناول المساق مفهوم الأخلاق، والمذاهب الأخلاقية، ونظريات الأخلاق، ومعنى الخلق لغةً واصطلاحاً، وعلم الأخلاق المتضمن لموضوعه وصلته بالعلوم الأخرى، كما يتناول الأخلاق عند الفلاسفة، والأخلاق في الشريعة

الإسلامية، والمذاهب الأخلاقية والنظريات الأخلاقية،
ومفهوم حقوق الإنسان والمواطنة.
متطلب سابق: لا يوجد

LSS-1473 المنطق والتفكير الناقد (3-0-3)

يهدف هذا المساق إلى إثراء خبرات الطالب المعرفية حول التفكير الناقد ومفاهيمه ومعايره، ومهاراته، وطرق تنميته، وأقسامه، وحل المشكلات، الإدراك، الوصف والاستدلال والحكم، مهارات الاستقراء والاستنباط، والتقييم للحجج، والتعرف على العلاقات والانماط، والمغالطات، مع تدريب الطلبة على تحليل بعض النصوص المتعلقة بهذه المهارات.

المتطلب السابق: لا يوجد

HUM-1613 الدراسات الإسلامية (3-0-3)

يدرس الطالب في هذا المساق مفهوم الثقافة الإسلامية، وخصائصها، ومصادرها، وبيان مفهوم العقيدة الإسلامية، وأركانها، وشرح العبادات وآثارها على الفرد والمجتمع، وتحليل القضايا الأخلاقية المختلفة وانعكاساتها على سلوك المسلم، والغزو الفكري (العلمانية، العولمة)، وكيفية مواجهة أخطارها في المجالات المختلفة اقتصادياً واجتماعياً وسياسياً وثقافياً.

المتطلب السابق: لا يوجد

HUM-1613 Islamic Studies (3-0-3)

This course aims at providing students with an understanding of the concept of Islamic culture, its characteristics, and sources. The course focuses on the concept of the Islamic faith, its pillars of worship, and its effects on individuals and society. Students will also gain insight into the understanding of key areas associated with Islamic Studies such as the foundation texts, early history, philosophical and political thought, Muslim societies, and the challenges faced by the religion.

Pre-Requisite(s): none.

HUM-1633 مجتمع الإمارات (3-0-3)

يتناول هذا المساق دراسة المجتمعات الإنسانية عموماً ويتناول على وجه الخصوص السمات العامة والمقومات الرئيسة لمجتمع دولة الإمارات العربية المتحدة، والموقع الجغرافي، والسكان ونموهم والتركيب النوعي والعمومي، وكذلك يتطرق إلى الجانب الاقتصادي والجغرافي للسكان. ويتناول الجوانب الأسرية، والنظام الأسري والقبلي، كما أن المساق يتناول طبيعة الخدمات المقدمة للمجتمع قبل مرحلة النفط وبعدها، إضافة إلى دراسة دور المؤسسات الثقافية والتربوية والإعلامية وما تقدمه من خدمات للمجتمع الإماراتي، والرؤى المستقبلية الداخلية والخارجية لدولة الإمارات.

المتطلب السابق: لا يوجد

HUM-1633 UAE Society (3-0-3)

UAE Society focus on the study of human society in general with special focusing on the general features of UAE Society, the course highlights the geographical location, population including gender structure, also the course explores the economic dimension including green economy and clean energy, historical framework, political system, social development, and other factors which affect the development of UAE society.

Pre-Requisite(s): none.

LSS-1723 مدخل إلى علم النفس (3-0-3)

يقدم المقرر الحد المناسب من المعرفة السيكولوجية، والتبصر بقضايا ومشكلات علم النفس النظرية والمنهجية، وما أسفرت عنه بحوث المدارس السيكولوجية المعاصرة من مبادئ ونتائج أساسية، وتصحيح العديد من المفاهيم السيكولوجية الشائعة، والافكار الخاطئة عن هذا العلم، حتى يمكن ان يستفيد المتعلم من منجزات هذا العلم في نمو مهارات الأداء والعمل والإنتاجية لديه، وترشيد علاقته مع نفسه ومع الآخرين في ميادين التخصص والعمل المختلفة.

المتطلب السابق: لا يوجد

LSS-1723 Introduction to Psychology (3-0-3)

This course provides a general introduction to Psychology—its basic subject matter, its approaches to gathering and evaluating evidence about the causes of behavior, and the means psychological knowledge is (or can be) applied to improve the quality of individual and communal life.

Pre-Requisite(s): none.

LSS-1733 مدخل إلى علم الاجتماع (3-0-3)

يهدف هذا المقرر إلى إلقاء الضوء على محاور اهتمام علم الاجتماع، بوصفه العلم الذي يهتم بدراسة المجتمع، وما ينطوي عليه من ظواهر وعلاقات وتفاعلات اجتماعية دراسة علمية منظمة، ويتناول التعريف بعلم الاجتماع وموضوعاته والتأكيد على عمليات التفاعل الاجتماعي وآثارها على أعضاء المجتمع، ويتناول أيضاً معرفة الفكر الاجتماعي عند ابن خلدون وأوجست كونت والمقارنة بينهم، ومعرفة النظم الاجتماعية وخاصة النظام العائلي، والبناء المنهجي لعلم الاجتماع ومنهاج البحث في علم الاجتماع.

المتطلب السابق: لا يوجد

LSS-1733 Introduction to Sociology (3-0-3)

This course provides an overview of sociology and how it applies to everyday life. Major theoretical outlook and concepts are presented and examined to understand the social world. The course focuses on the systematic understanding of social interaction, social structure, cultural diversity and

social change. Topics include society and culture, groups and organizations, social class and social institutions.

Pre-Requisite(s): none.

LSS-1743 مدخل الى العلوم السياسية (3-0-3)

يتناول هذا المقرر: مفهوم علم السياسة وأهميته وفروعه ومناهج دراسته، وعلاقته بالعلوم الأخرى، ويتضمن عرض مختصر للفكر والأيديولوجيات السياسية المعاصرة، ومفهوم الدولة، وشروطها والمؤسسات السياسية الرسمية، وأنواع الأنظمة السياسية، كما يتناول الرأي العام والتنشئة السياسية وجماعات الضغط والأحزاب السياسية وأنواعها، ويتضمن التعريف بالعلاقات السياسية الدولية وعناصر النظام السياسي الدولي (المجتمع الدولي) (والمنظمات الدولية) والسياسة الخارجية والعلاقات الدولية.

المتطلب السابق: لا يوجد

LSS-1853 Introduction to Environmental Science (3-0-3)

An introduction to environmental science course stands at the interface between humans and earth and explores the interactions and relations between them. The main objective of this course is to present well established scientific principles and concepts that form the knowledge base for an understanding of our interactions with the natural environment.

Pre-Requisite(s): none.

LSS-1853 مدخل إلى علم البيئة (3-0-3)

يتناول هذا المساق مقدمة في علم البيئة من ناحية النشأة والتطور ثم يتعرض إلى النظم البيئية الطبيعية والدورات البيوجيوكيميائية، كما يتطرق إلى الإنسان وعلاقته بالبيئة والمصادر الطبيعية ثم يعرج إلى دراسة تلوث الهواء ومصادر المياه وإدارتها وتلوثها والنفايات الصلبة وأنواعها المختلفة وطرق التخلص منها والأخطار البيئية الطبيعية وكذلك دراسة العلاقة بين التنمية والبيئة ودور الإنسان في استنزاف الموارد الطبيعية.

المتطلب السابق: لا يوجد

COM-2123 Academic Writing II (3-0-3)

This course is designed to refine the writing skills students have acquired in the course Academic Writing I. The course aims to further students' ability to write in a professional and academic manner using the five rhetorical patterns paying attention to integrity, word choice, and grammar. Students learn to generate ideas, organize them and link paragraphs into cohesive, and coherent essays. It also emphasizes the appropriate use of

summarizing, paraphrasing, citing sources, and avoiding plagiarism.

Pre-Requisite(s): COM-1113 Academic Writing I

LSS-2483 الابتكار وريادة الأعمال (3-0-3)

إن المقرر عبارة عن تقديم تفاعلي لمفاهيم الابتكار والمفاهيم القائمة على الابتكار ونمو ريادة الأعمال والقيادة في الأعمال التجارية. لذلك، يقوم بتسليط الضوء على ثلاث وحدات عن التفكير التصميمي، وريادة الأعمال، والنمو، والقيادة اللازمة لإعداد كفاءة الطلاب في مجال الابتكار والمشاريع الريادية، مع أمثلة تقع في سياق الإمارات العربية المتحدة.

المتطلب السابق: لا يوجد

LSS-2483 Innovation and Entrepreneurship (3-0-3)

This course enables students to develop their knowledge and understanding of the concepts and impact of innovation and entrepreneurship on any form of venture. It acquaints students with the concepts and models of venture opportunity and strategy; concept development and formation; approaches to intellectual property, organizations, and operations; and financing and leading the enterprise. The course emphasizes innovation and entrepreneurship learning experiences for students by exposing them to various cases, scenarios, and best practices in both the international and UAE contexts.

Pre-Requisite(s): none

HUM-2623 Introduction to Humanities (3-0-3)

Introduction to Humanities focuses on the study and appreciation of major forms of artistic expression-visual and performing arts, literature, music and religion of various world cultures. The course explores artistic heritage, values, philosophies and ideas expressed through a historical perspective from the ancient, middle, to the modern periods.

Pre-Requisite(s): none.

HUM-2623 مدخل إلى الدراسات الإنسانية (3-0-3)

يهدف هذا المساق إلى إثراء خبرات الطالب المعرفية حول العلوم الإنسانية من خلال دراسة الحضارة الإنسانية عبر عصورها المختلفة بداية بحضارة عصور ما قبل التاريخ والعصور التاريخية في منطقة الشرق القديم والتعرف على أهم المراكز الحضارية التي قامت في المنطقة. يتم أيضا التعرف على الحضارات التي ازدهرت في العصور الوسطى والتي تتمثل الحضارات الأوروبية في العصر الوسيط إثر انهيار الإمبراطورية الرومانية يتعرض المساق أيضا إلى عصر النهضة وهو يتناول استيقاظ الدول الأوروبية من سباتها العميق.



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