كلية الهندسة والحاسبات والمعلوماتية
HEKMA SCHOOL OF ENGINEERING, COMPUTING & INFORMATICS

Dar Al-Hekma University

Hekma School of Engineering, Computing & Informatics

HECI

Bachelor of Science in Information Systems

Bachelor Handbook

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Bachelor of Science in Information Systems (BSIS):

The Bachelor of Science in Information Systems (BSIS) is a four-year program with 136 credit hours towards graduation. It enables students to get a world-class Bachelor's of Science degree in Information Systems by acquiring exceptional understanding of all knowledge components and computer skills needed for today's market in business environments. Students will gain a hands-on experience in business requirements analysis, database and data warehouse design, applications programming, and enterprise systems development and other techniques to successfully develop software information systems that fit organizational needs.

The BSIS curriculum has been designed with inputs from experts and IT employers to meet the recent ABET Accreditation Criteria and ACM/IEEE guidelines for Information Systems programs. It includes multiple industry-recognized certifications that are built into the curriculum to support the students' résumés.

Bachelor of Science in Information Systems Tracks:

Track 1 (Freeze)

- **Information Storage Management Track**

Track 2 (Freeze)

- **Software Development Track**

* Designed according to IEEE

Program Mission:

To graduate professionals, leaders and entrepreneurs equipped with adequate knowledge and technical skills of international standards in the field of Information Systems

Program Goals:

- Enrich the computing and technology profession by graduating qualified professionals in the field of Information Systems.
- Increase research opportunities in the area of Information Systems
- Obtain international accreditation (ABET) for the Information Systems program, taking into account NCAAA standards.
- Promote the Information Systems profession in the community

BSIS Learning Outcomes

ABET-1 Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solution

ABET-2 Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.

ABET-3 Communicate effectively in a variety of professional contexts

ABET-4 Recognize professional responsibilities and make informed judgements in computing practice based on legal and ethical principles

ABET-5 Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline

BET-6 Support the delivery, use, and management of information systems within an information systems environment.

BSIS Attributes

- Critical thinking and problem solving
- Design ability
- Communication skills
- Professionalism and ethical competency
- Leadership and teamwork
- Long-life learning
- Deep Information system knowledge and intellectual breath

Career Prospects:

The program equips students with the necessary knowledge, expertise, and tools to be ready for career opportunities, such as:

1. System Analyst and Designer
2. Information Technology Specialist
3. Project Manger
4. Enterprise Systems Architects

5. Database Administrators and Analysts
6. Software Developer
7. Information Storage Managers

Program Plan of Study:

Year	Semester	Code	Name	Credits	Total in semester
YEAR ONE (1)	Fall	ICTC 1302	Information and Computing Technology Concepts	3	17
		LOGC 1202	Digital Logic Concepts	2	
		ARTS XXXX	Arts and Design	2	
		COMM 1301	Communication Skills I	3	
		ARAB XXXX	Arabic Studies	3	
		MATH 1304	Calculus I	3	
		BSCS 1160	Computer Ethics and Society	1	
	Spring	COMM 1302	Communication Skills II	3	18
		BSCS 1330	Discrete Structures	3	
		BSCS 1350	Introduction to Programming	3	
		BSCS 1320	Computer Architecture and Organization	3	
		BSCY 1310	Fundamentals of Cybersecurity	3	
		BSIS 1310	Information Systems Foundations	3	
YEAR TWO (2)	Fall	ISLS XXXX	Islamic Studies	3	18
		STAT 2301	Statistics	3	
		BBUS 1301	Introduction to Business	3	
		BSCS 2355	Object Oriented Programming	3	
		BSCS 2351	Fundamental Data Structures	3	
		BSCS 2370	Operating Systems	3	
	Spring	ARAB XXXX	Arabic Studies	3	18
		BMGT 1301	Principles of Management	3	
		BSCS 2375	Networking and Data Communication	3	
		BSCS 2310	Analysis of Algorithms	3	
		BSIS 2340	IS Project Management	3	
		BSIS 2330	Enterprise Architecture Concepts	3	
YEAR THREE (3)	Fall	EMOI 1201	Emotional Intelligence	2	17
		ISLS XXXX	Islamic Studies	3	
		XXXX XXXX	Free Electives	3	
		BMGT 2302	Human Resource Management	3	
		BSCS 3345	Human Computer Interaction	3	
		BSIS 3360	Systems Analysis and Design	3	
	Spring	XXXX XXXX	Required Gen. Ed Electives (HUMN, NASC, SBSC)	3	17
		ISLS XXXX	Islamic Studies	2	
		BACC 1301	Principles of Financial Accounting	3	
		BSIS 3320	Database Management Systems	3	
		BSCS 3340	Computer Graphics and Visualization	3	
		BSIS XXXX	Program Elective	3	
YEAR FOUR (4)	Fall	ENTR 3301	Entrepreneurship and Design Thinking	3	18
		XXXX XXXX	Required Gen. Ed Electives (HUMN, NASC, SBSC)	3	
		BMKT1301	Principles of Marketing Management	3	
		BSIS 4370	IS Strategy and Management	3	
		BSIS 4391	Capstone Project I	3	
		BSIS XXXX	Program Elective	3	
	Spring	BBBF 1101	Basic Body and Brain Fitness	1	13
		XXXX XXXX	Free Electives	3	
		BSIS 4392	Capstone Project II	3	
		BSIS 4393	Internship	3	
		BSIS XXXX	Program Elective	3	

General Electives		CH
BSIS 3390	IS Research Methods	3
BSIS 4316	IT Audit and Controls	3
BSIS 4317	IS Innovation and Emerging Technologies	3
BSIS 3325	Information Storage and Management	3
BSIS 4326	Data Warehouse Development	3
BSIS 4327	Big Data Storage and Management	3
BSIS 3365	Mobile and Web Applications Development	3
BSIS 4335	Enterprise Systems Development	3
BSIS 4366	Business Process Management	3

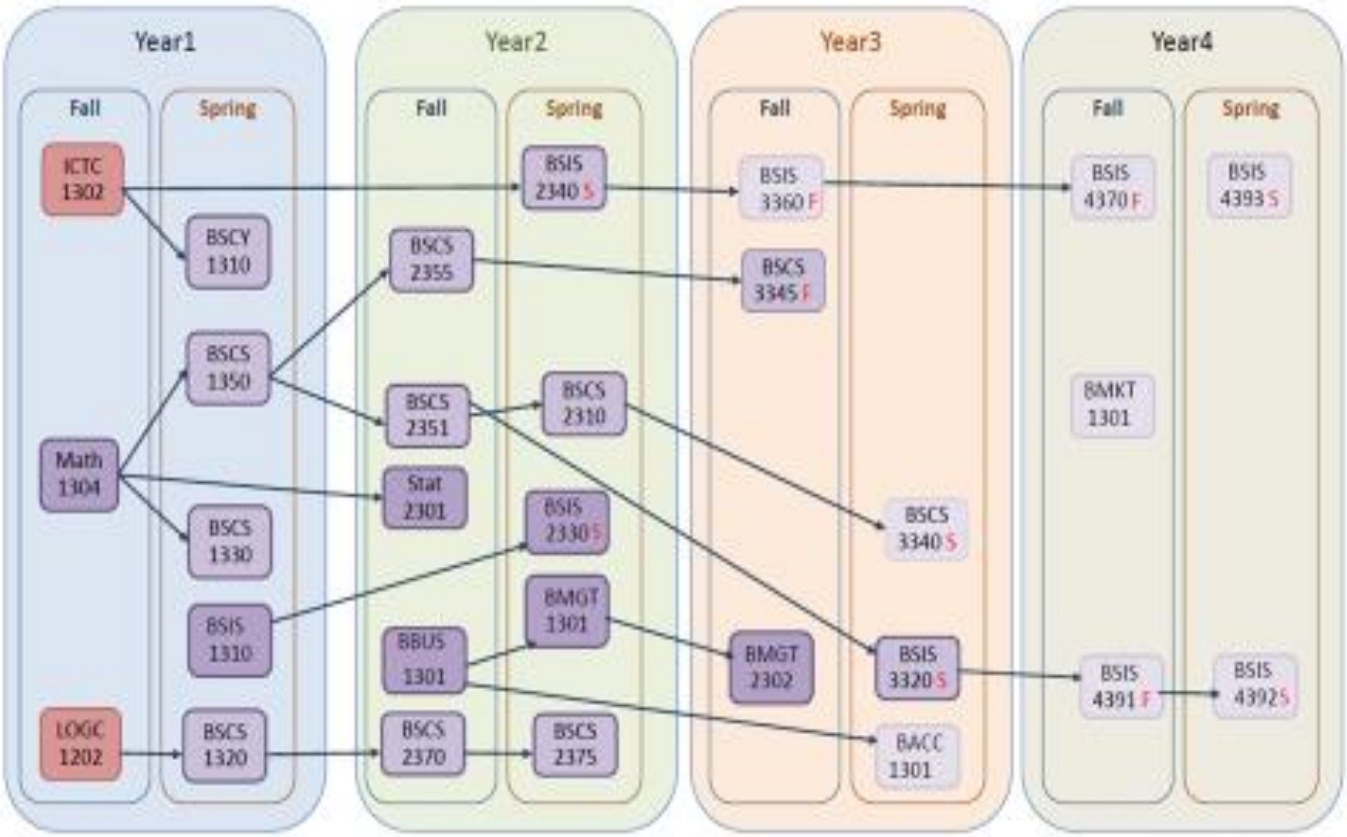
University Requirement		19
Ministry Requirement		14
Required General Elective		6
Free Elective		6
ABET (18/19V2)	Program Requirement (IS Domain: Business)	15
	Program Requirement (Math, Stat)	9
	Computing Department Requirement	34
	Program Requirement (IS Core Knowledge)	24
	Program Electives	9
Total credit hours for graduation		**136**

Plan of Study (Accelerated Program)

Y	S	Code	Course Name	CR	Total
YEAR (1)	Fall	ICTC 1302	Information and Computing Technology Concepts	3	16
		LOGC 1202	Digital Logic Concepts	2	
		ARTS XXXX	Arts and Design	2	
		COMM 1301	Communication Skills I	3	
		ARAB XXXX	Arabic Studies	3	
		MATH 1304	Calculus I	3	
	Spring	COMM 1302	Communication Skills II	3	18
		BSCS 1330	Discrete Structures	3	
		BSCS 1350	Introduction to Programming	3	
		BSCS 1320	Computer Architecture and Organization	3	
		BSCY 1310	Fundamentals of Cybersecurity	3	
		BSIS 1310	Information Systems Foundations	3	
YEAR (2)	Fall	ISLS XXXX	Islamic Studies	3	18
		STAT 2301	Statistics	3	
		BBUS 1301	Introduction to Business	3	
		BSCS 2355	Object Oriented Programming	3	
		BSCS 2351	Fundamental Data Structures	3	
		BSCS 2370	Operating Systems	3	
	Spring	ISLS XXXX	Islamic Studies	2	18
		BMGT 1301	Principles of Management	3	
		BSCS 2375	Networking and Data Communication	3	
		BSCS 2310	Analysis of Algorithms	3	
		BSIS 2340	IS Project Management	3	
		BSIS 2330	Enterprise Architecture Concepts	4	
YEAR (3)	Fall	ISLS XXXX	Islamic Studies	3	18
		BBBF 1101	Basic Body and Brain Fitness	1	
		BMKT1301	Principles of Marketing Management	3	
		BMGT 2302	Human Resource Management	3	
		BSCS 3345	Human Computer Interaction	4	
		BSIS 3360	Systems Analysis and Design	4	
	SPRING	EMOI 1201	Emotional Intelligence	2	18
		BSIS 4370	IS Strategy and Management	4	
		BACC 1301	Principles of Financial Accounting	3	
		BSIS 3320	Database Management Systems	3	
		BSCS 3340	Computer Graphics and Visualization	3	
		MSIS 6320	IS Ethics and Sustainability	3	
YEAR (4)	Fall	ARAB XXXX	Arabic Studies	3	16
		BSIS 4391	Capstone Project I	4	
		MSIS 6310	IT Infrastructure Administration	3	
		MSIS 6311	Systems Development and Deployment	3	
		MSIS 6321	Business Continuity and Information Assurance	3	
	Spring	BSIS 4392	Capstone Project II	4	13
		MSIS 6323	IS Strategy and Governance	3	
		MSIS 6312	Emerging Technologies	3	
		MSIS 6322	Information and Content Management	3	
	summer	BSIS 4393	Internship	6	6

Computer science Courses | Information systems (Bachelor) | Cyber Security Courses | Master Information Systems Courses

Prerequisite Tree



Program Course Description

Course Code & Title: **ICTC 1302 Information and Computing Technology Concepts**

Alternative Course Title: None

Semester Credit Hours: **3 (2, 2)**

Course Description:

This course introduces the fundamental knowledge of computer software principles and development focusing on the role of computation in solving problems for cybersecurity, computerscience, information systems, and information technology. It overviews computer software hierarchy and types, from systems software to application programs and information systems, as well as communication applications and security protocols. The course also focuses on enhancing the problem-solving skills using problems analysis techniques and charts including Problem Analysis Chart (PAC), Input Processing Output (IPO), Interaction Chart (IC), and Flowcharts as well as algorithms and pseudocodes.

Course Code & Title: **LOGC 1202 Digital Logic Concepts**

Alternative Course Title: **None**

Semester Credit Hours: **2 (1, 2)**

Course Description:

This course focuses on fundamental constructs and concepts underlying computer hardware, the structure of computers components, and digital logic. It presents number systems notions and operations including decimal, binary, octal, and hexadecimal systems. The course also covers binary arithmetic, codes, Boolean algebra, gates, Boolean expressions, Boolean switching function synthesis, iterative arrays, sequential machines, state minimization, flip/flops, sequential circuits, and simple processors.

Course Code & Title: **MATH 1304 Calculus I**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:

This course provides an introduction to the essential concepts of calculus. It introduces differenttypes of functions and their graphs, Limits and Continuity. It focuses on differentiation and integration with applications in diverse fields.

Course Code & Title: **BSCS 1160 Computer Ethics and Society**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:

This course addresses ethical and social issues related to the development and use of computer technology. It covers the responsibilities of computer professionals for applications and consequences of their work. It also presents computing topics within the social, political, legal, and ethical contexts, including social impact of computers and the Internet, professionalism, codes of ethics, responsible conduct, copyrights, intellectual property, and software piracy. The course also highlights different scenarios focusing on challenge areas such as privacy, reliability, and risks of complex systems

Course Code & Title: **BSCS 1330 Discrete Structures**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:

This course introduces important foundational mathematical models essential for the proficiency in some of the higher-level computer science courses such as networking, operating systems, intelligent systems, compilers, software engineering, cryptography, and databases. It covers the propositional and predicate logic, and proof techniques to be used forcreating and understanding formal symbolic proof or mathematically rigorous argument. The course also presents the graph, probability, and set theories as well as functions and relations, discrete probability, Recursive Algorithms, Elementary combinatorics, and countingmethods.

Course Code & Title: **BSCS 1350 Introduction to Programming**

Alternative Course Title: **None**

Semester Credit Hours: **3 (2, 2)**

Course Description:

Development Environment (IDE) with a substantial utilization of lab-based exercises.

Course Code & Title: **BSCS 1320 Computer Architecture and Organization**

Alternative Course Title: **None**

Semester Credit Hours: **3 (2, 2)**

Course Description:

This course covers the principles of computer organization and instruction set architecture. It introduces the organization and architecture of the basic building blocks of computer hardware including Arithmetic Logic Unit (ALU), registers, Central Processing Unit (CPU), and memory as well as input/output processing and management. It also provides the fundamentals of translating higher level languages into assembly language and interpreting machine languages byhardware.

Course Code & Title: **BSCY 1310 Fundamentals of Cybersecurity**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:
This course introduces the concepts of cybersecurity and risk management. It highlights the importance of cybersecurity and the integral role of cybersecurity professionals in the planning, developing, and performing security tasks and policies with respect to hardware, software, processes, networks and communications, data and applications, policies, and procedures. The course also provides the foundational cybersecurity risk management principles, including reducing vulnerabilities and threats, applying proper safeguards/controls, security architecture, compliance and operational security, threats and vulnerabilities attacks, incidents, and cryptography.

Course Code & Title: **BSIS 1310 Information Systems Foundations**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:
This course introduces students to modern information systems (IS) components: people, software, hardware, data, and communication technologies, and how to integrate, manage and use these components to provide competitive advantage throughout global organizations. The course also covers the types of information systems used in various organizational levels, software development concepts, and technology acquisition, IS infrastructure, IS ethics, and security issues,
as well as contemporary enterprise and intelligent applications.

Course Code & Title: **STAT 2301 Statistics**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:
This course gives students an introduction to basic statistical terms and methods used in applications. It introduces concrete examples handling data sets and using standard techniques for displaying and summarizing results. Other topics studied include probability, discrete and continuous random variables, normal curves, statistical inference, and hypothesis testing.

Course Code & Title: **BBUS 1301 Introduction to Business**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:
This course gives an understanding to the aims of business activity and overview of the environment in which the business works. It outlines major groups within and outside thebusiness and the influence they have on business organizations. It also addresses the different forms of business organization. Students will be introduced to the main components of a typical business plan. All course topics will be discussed in relation to the Saudi business environment.

Course Code & Title: **BSCS 2355 Object Oriented Programming**

Alternative Course Title: **None**

Semester Credit Hours: **3 (2, 2)**

Course Description:
This course covers the concepts of object-oriented programming. It provides a review of the object-oriented programming paradigm with an emphasis on the definition and use of classes and objects along with encapsulation and information-hiding. The course also covers fundamental concepts of object-oriented design including inheritance and polymorphism, interfaces and overloading, exception handling, generics, and collections.

Course Code & Title: **BSCS 2351 Fundamental Data Structures**

Alternative Course Title: **None**

Semester Credit Hours: **3 (2, 2)**

Course Description:
This course covers program design, analysis, and verification as well as the study of basic data structures including arrays, linked lists, stacks, queues, trees, hash tables, and graphs. It presents the proper use of built-in data structures, their alternative implementations, and the strategies for choosing the proper structures. The course also introduces recursion techniques and algorithms used to process and traverse presented data structures such as Heap Sort and Binary Search Tree algorithms.

Course Code & Title: **BSCS 2370 Operating Systems**

Alternative Course Title: **None**

Semester Credit Hours: **3 (2, 2)**

Course Description:

This course introduces several types of operating systems (OS), including networked, client-server, distributed operating systems, and their roles, purpose, and functionalities. It also focuses on operating systems design and implementation issues: system security; synchronization and communication mechanisms; process implementation, management, scheduling, and protection; virtual machines; memory organization and management, involving virtual memory; and I/O device management, secondary storage, and file systems.

Course Code & Title: **BMGT 1301 Principles of Management**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:

This course covers the fundamentals of the management process. The basic functions of management: planning, organizing, directing and controlling are covered. Also included are social responsibilities, political influences and ethical considerations as they affect the management of organizations. The course also introduces the students to international business, production, communications and decision making in terms of management activities.

Course Code & Title: **BSCS 2375 Networking and Data Communication**

Alternative Course Title: **None**

Semester Credit Hours: **3 (2, 2)**

Course Description:

This course focuses on fundamental concepts of data communication and networking principles.It introduces the underlying design, components, and protocols of each layer of the computer

networks layered architectures: application, transport, network, datalink, and physical. It also presents techniques for transmitting information efficiently and reliably over a variety of communication media using networking protocols such as Transmission Control Protocol/Internet Protocol (TCP/IP), Ethernet, reliable transfer, flow control, and congestion control. The course covers network topologies, networks security, socket programming, networks applications, and protocols such as Hypertext Transfer Protocol (HTTP), File Transfer Protocol (FTP), and peer-to-peer (p2p), as well as wired and wireless Local and Wide Area Networks (LAN's/WAN's).

Course Code & Title: **BSCS 2310 Analysis of Algorithms**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

I. Course Description:

This course covers methods for designing efficient and reliable algorithms for sorting, searching, and selection, using several algorithm design strategies. It emphasizes the proving of algorithm correctness using worst and average case analysis and the implementing of many common algorithms using several algorithm design techniques, including divide-and-conquer, dynamic programming, Branch-and-bound, Recursive backtracking, Brute-force algorithms, and greedy algorithms. The course also covers algorithms of advanced data structures, such as binary search trees and graph algorithms: minimum-cost spanning tree, connected components, topological sort, and shortest paths.

Course Code & Title: **IS 2340 IS Project Management**

Alternative Course Title: **None**

Semester Credit Hours: **3 (2, 2)**

Course Description:

This course introduces a systematic approach for IS project management, based on the Project Manager Body of Knowledge (PMBOK) guide. It presents the initiating, planning, executing, controlling, and closing of the information systems projects in organizations. It also covers managing large projects in modern organizations, involving performing complex team-based activities that take advantage of several kinds of project management and group collaboration software tools.

Course Code & Title: **BSIS 2330 Enterprise Architecture Concepts**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:

This course focuses on the design, selection, implementation, and management of enterprise IT solutions and their fit with the business. With consideration of risk management and security, the course covers the following issues related to organization application and infrastructure: management and systems administration, data architecture and content management, middleware and distributed computing, legacy system integration, software selection and expense calculation, IT investment analysis, and evolving technologies. The course also presents how tocommunicate technology architecture plans to a typical business audience.

Course Code & Title: **BMGT 2302 Human Resources Management**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:

This course introduces students to the field of human resources management including its main functions. It also familiarizes students with the strategic role of human resources management in achieving organizations competitive advantage. The emphasis is on the main success measures for human resource activities, job analysis and design, recruitment and selection, performance and evaluation management, training and development, and career planning

Course Code & Title: **BSCS 3340 Computer Graphics and Visualization**

Alternative Course Title: **None**

Semester Credit Hours: **3 (2, 2)**

Course Description:

This course describes the principles and basics of computer graphics generation and manipulation. It explains the fundamentals of rendering 2D shapes and 3D models using scan conversion algorithms, Application Programming Interface (API) such as Open Graphics Library (OpenGL),

and graphics tools. It also introduces a mathematical camera model for light interaction with surfaces, lenses, and an imager to shade and texture realistic 3D models using color models, texture mapping, affine transformations, ray casting, ray tracing, anti-aliasing, and depth buffering techniques, and basic algorithms and applications for scalar and vector visualizations using visualization tools.

Course Code & Title: **BSIS 3360 Systems Analysis and Design**

Alternative Course Title: **None**

Semester Credit Hours: **3 (2, 2)**

Course Description:

This course focuses on the fundamentals of information systems development using standard analysis and design techniques including waterfall, spiral, and Object-Oriented Design (OOD) methods. It covers project management techniques as well as System Development Life Cycle (SDLC) phases: problem analysis, scope definition, system requirements specification, system design and modeling, system implementation and validation, and system deployment and maintenance.

Course Code & Title: **BACC 1301 Principles of Financial Accounting**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:

This course provides the fundamentals of financial accounting. It introduces accounting concepts, theory and procedures for proprietorships, partnerships and corporations. The course also covers the accounting cycle as reflected in the sequence of accounting procedures used to record, classify and summarize accounting information in financial reports. It addresses these topics in relation to the Saudi business environment.

Course Code & Title: **BSCS 3345 Human Computer Interaction**

Alternative Course Title: **None**

Semester Credit Hours: **3 (2, 2)**

Course Description:

This course focuses on designing, implementing, and evaluating user interfaces of computational systems to enhance the interactions with human activities. It covers user-centered design, rapid prototyping and experimentation, user interface standards, cognitive and social models that inform interaction design, Graphical User Interfaces (GUI) principles and visual design tools, as well as designing Human Computer Interaction (HCI) on webpages, business applications, mobile applications, games, and other computer applications.

Course Code & Title: **BSIS 3320 Database Management Systems**

Alternative Course Title: **None**

Semester Credit Hours: **3 (2, 2)**

Course Description:

This course introduces data and information management using relational database systems. The course presents practical experience in the development of database applications through the steps of determining and modeling the organizational information requirements using conceptual, logical, and physical data modeling techniques, and implementing these models into a relational database using an industrial-strength database management system. The course also covers database query languages including SQL, essential database administration tasks, and basic concepts of data quality and data security.

Course Code & Title: **BMKT 1301 Principles of Marketing Management**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:

This course focuses on marketing principles and the basic marketing decisions facing a firm. It emphasizes the assessment and understanding of the marketplace, marketing strategies, including segmentation, targeting and positioning, product, price, place, and promotional strategies. The course also provides a framework for understanding and implementing these strategies in the local market.

Course Code & Title: **BSIS 4370 IS Strategy and Management**

Alternative Course Title: **None**

Semester Credit Hours: **3 (3, 0)**

Course Description:

This course provides a managerial level perspective in understanding the increasingly globalized and technology-intensive information systems business environments. It covers the various functions and activities within the information systems area, including the role of IT management and the CIO in the acquisition, development, and implementation of plans and policies to achieve efficient and effective information systems, as well as defining the high-level IS infrastructure and the systems that support the operational, administrative and strategic needs of the organization. The course also presents issues relating to the structuring of IS management within an organization and managing IS human resources.

Course Code & Title: **BSIS 4391 Capstone Project I**

Alternative Course Title: **None**

Semester Credit Hours: **3 (1, 4)**

Course Description:

This course is part of a two-part capstone project, completed in Capstone Project II. The project stresses the integration of learning from across the curriculum within the Information Systems field with a strong technical focus. Teams practice gained knowledge and skills, in a realistic development setting with real clients. The course covers design thinking principles and techniques, and analysis of the client's business processes to produce a project proposal that addresses a contemporary business issue or an opportunity. Projects are completed in Capstone Project II.

Course Code & Title: **BSIS 4392 Capstone Project II**

Alternative Course Title: **None**

Semester Credit Hours: **3 (1, 4)**

Course Description:

This course is a continuation of a two-part research project, begun in Capstone Project I. It stresses the integration of learning from across the curriculum within the Information Systems field in an applied capstone project with a strong technical focus. This course concentrates on the further development, information system project implementation, deployment, and validation. The course emphasizes the successful demonstration of the information system in a practical environment.

Course Code & Title: **BSIS 4393 Internship**

Alternative Course Title: **None**

Semester Credit Hours: **3 (1, 0, 6)**

Course Description:

This course is a continuation of a two-part research project, begun in Capstone Project I. It stresses the integration of learning from across the curriculum within the Information Systems field in an applied capstone project with a strong technical focus. This course concentrates on the further development, information system project implementation, deployment, and validation. The course emphasizes the successful demonstration of the information system in a practical environment.

Program Committees' Membership		
Program's Committees	**Members**	**Meeting Schedule**
IS Department Council	**Chairperson:** Dr. Sahar Shabanah, BSIS Acting Director Dr. Turki AlThagafi, MSIS Director **Members:** Dr. Dr. Saoucene Mahfodh, BCS Director Dr. Louai Maghrabi, Assistant Professor Dr. Dheyaaldin Salman, Assistant Professor Dr. Abdullah Alghamdi, Associate Professor Ms. Laila Abuljadayel, Lecturer	**Fall 2021-2022** August 30, 2021 September 28, 2021 October 26, 2021 November 30, 2021 December 28, 2021 _____ **Spring 2021-2022** January 24, 2022 February 28, 2022 March 22, 2022 April 19, 2022 May 10, 2022
IS Department Curriculum Committee	**Chairperson:** Dr. Sahar Shabanah, BSIS Acting Director Dr. Turki AlThagafi, MSIS Director **Members:** Dr. Dr. Saoucene Mahfodh, BCS Director Dr. Louai Maghrabi, Assistant Professor Dr. Wadee Alhalabi, Associate Professor Dr. Abdullah Alghamdi, Associate Professor Ms. Laila Abuljadayel, Lecturer	**Fall 2021-2022** August 29, 2021 September 27, 2021 October 27, 2021 November 29, 2021 December 27, 2021 _____ **Spring 2021-2022** January 23, 2022 February 27, 2022 March 23, 2022 April 18, 2022 May 09, 2022

IS Department Examination Committee	**Chairperson:** Dr. Sahar Shabanah, BSIS Acting Director Dr. Turki AlThagafi, MSIS Director **Members:** Dr. Dr. Saoucene Mahfodh, BCS Director Dr. Louai Maghrabi, Assistant Professor Dr. Wadee Alhalabi, Associate Professor Dr. Abdullah Alghamdi, Associate Professor Ms. Laila Abuljadayel, Lecturer	**Fall 2021-2022** October 03, 2021 December 12, 2021 _____ **Spring 2021-2022** February 20, 2022 May 15, 2022
IS Department Advisory Committee	**Chairperson:** Dr. Sahar Shabanah, BSIS Acting Director Dr. Turki AlThagafi, MSIS Director **Members:** Dr. Louai Maghrabi, Assistant Professor Ms. Laila Abuljadayel, Lecturer **External Members:** Dr. Basem Zafer, Chairman at EVC_SA Dr. Taghreed Jastania, Director at KSAU Dr. Wadee Alhalabi, Associate Professor at KAU Dr. Abdullah Alghamdi, Associate Professor at KAU Prof. Ali Mohamed, Associate Professor at University or Jeddah Dr. Nouman Bantan, IT Director at Saudi Cruise Dr. Ali Alammari, Saudi Electronic University, IT **MSIS Alumnai:** Ms. Rana Alamri, MSIS Alumnai, Application Quality Analyst at NCB	**Fall 2021-2022** September 20, 2021 _____ **Spring 2021-2022** February 21, 2022

IS Department Quality Assurance & Accreditation Committee	**Chairperson:** **IS Program:** Dr. Saoucene Mahfodh, Assistant Professor **MSIS Program:** Dr. Imed Ben Dhaou, Associate Professor **Members:** Dr. Sahar Shabanah, BIS Acting Director Dr. Turki AlThagafi, MSIS Director Dr. Louai Maghrabi, Assistant Professor Dr. Wadee Alhalabi, Associate Professor Dr. Abdullah Alghamdi, Associate Professor Ms. Laila Abuljadayel, Lecturer	**Fall 2021-2022** August 29, 2021 September 27, 2021 October 27, 2021 November 29, 2021 December 27, 2021 _____ **Spring 2021-2022** January 23, 2022 February 27, 2022 March 23, 2022 April 18, 2022 May 09, 2022

Internship Guide

Introduction

The purpose of the Internship is to offer the opportunity to undertake either an external work experience at an organization or on-site professional practicum relevant to the field of Information System. The Internship provides the ability to apply skills and academic knowledge acquired in a contemporary workplace situation and to receive hands-on learning, in preparation for the future career life.

Learning Objectives

The Internship is one of the most useful areas for students to achieve the program student outcomes determined by ABET Accreditation for the program. Hence, by the end of the internship, the student should be able to:

1. Identify career opportunities, interests and abilities in different fields of IS prior to graduation.

2. Identify curriculum courses that their knowledge has been applied in the field experience.

3. Apply different IS theory and practices to solve real-life problems in fieldexperience.

4. Communicate effectively in written and thorough oral forms within the work environment.

5. Engage in problem solving and critical thinking tasks.

6. Complete the tasks assigned in the job as required.

7. Acquire job interview and CV writing skills to increase employment opportunitiesfollowing graduation.

8. Exhibit time management, teamwork and professional skills.

9. Comply with work ethics and code of conducts.

10. Exhibit interpersonal skills and professional attitudes within the work environment.

ABET Outcomes

- Integrate theory and practice in a real-life experience.
- Assess interests and abilities in the field of study.
- Observe work habits and attitudes that leads to a successful job.
- Identify and document performance objectives related the task assigned in the job.
- Develop and improve communication habits, interpersonal relationship, and critical thinking.
- Observe professional ethics and code of conducts.
- Build work experience records.
- Increase employment contacts leading to job following graduation.

Internship Areas

Before being permitted to apply for internship, student should demonstrate their good understanding of the area in which training has to be pursued. The student area of training should be directly related to the program degree, that is any areas within IS in any recognized governmental or private sector in organizations, ministries, companies, corporations, agencies, etc.

Duration Requirements

The student should fulfil the following minimum requirements for internship duration:

- Number of weeks: 12 weeks
- Number of days: 90 days
- Number of hours: 400 hours

Once a student has joined a particular internship site, the student will ensure completion of internship duration as stated above and does not transfer to any other site. In the caseof non-compliance with the minimum duration of internship, the student trainee will not pass in the course and will have to register again.

Internship Planning and Structure

Eligibility & Registration Process

The following criteria should be met before a student is considered eligible for Internship:

1. The student has to complete all prerequisite courses and a minimum of 90 credit hours after the preparatory year prior to registering for the Internship.

2. The student must be an active registered student of the degree program to be ableto apply for internship.

3. Student is not permitted to register for any other courses during the internship.

Attendance Requirements

The attendance ratio should be greater than 90%. Failure to achieve the minimum attendance requirement will result in failing the internship.

Approval Process

Before the commencement of internship semester, the eligible student is responsible for browsing appropriate and relevant internship opportunities and contacting the internship site to get accepted in an internship program.
Once accepted in an internship program, the student should fill in the Internship Agreement form (Form (1)) with their site supervisor. The form should be sent to the student's assigned university internship advisor no later than one week from the internship start date to be approved or rejected by the internship assigned committee.

During Internship

Once approved, the student can start the internship and will have to document the performed tasks and fill in a monthly report form (Form (2)) for each internship month. The report should be signed and stamped by the internship supervisor, and submitted at the end of the internship.
During the training period, the student is responsible for abiding by and complying with all the rules, regulations and professional ethics of the internship site. The student trainee should comply with the training commitments stated in the internship instructions, otherwise; the student grade will be affected. It is also the responsibility of student to promptly notify any changes to the internship plan or supervisor and refill required forms. ce the student is eligible, she is expected to register for the internship through SIS

After the Internship

Upon completion of the internship, it is the student's responsibility to make sure that the following forms are submitted as hard-copy and via email within 7 days after the end of the internship program:

4. Site Evaluation of student (Form (3)): The form will be sent to the site supervisor to evaluate the student's performance.

5. Student Internship Evaluation (Form (4)): The form will be sent to the student to evaluate the internship site.

6. Internship Indirect Assessment (Form (5)): The form will be sent to the student to evaluate their own performance against internship Course Learning Outcomes.

After submission of all required forms, the student then will have to appear for an interview with the internship committee. The committee will determine the overall performance of the student and recommend for No Grade-Pass or No Grade-Fail grade.

Grading

The internship will be graded as No Grade-Pass or No Grade-Fail.
If the student fails to fulfill any of the requirements mentioned above, she will fail the course and will be graded (NF: Nograde – Fail). The student may fall in one of the following categories:

- If the student does not fulfill the attendance rate required, he/she should re-register for the internship.

- If the student does not score the minimum score in organization evaluation, he/she should repeat the training course.

- If the student does not score the minimum score in the final report, he/she should resubmit another report within a time line not exceeding two working weeks fromthe announcement of results for the practical training course.

- If the student fails to appear for the final interview or is unable to pass the interview.

Special Cases

Students are eligible to transfer from the internship site no later than one week from the starting date of the internship. The student should fill in and re-submit a new Internship Agreement form (Form (1)) to the internship committee no later than three days before she leaves the training organization. The submitted form is subject to approval conditioned by the provision of alternative internship site by the student herself, willing to train her during the semester she has applied for the internship. The student will be held responsible for her negligence, which will entail failure in the course.

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