جامعة صحار
SOHAR UNIVERSITY

Academic Form-5: PROGRAM PROFILE

Faculty:	General Foundation Program
Program:	GFP

Mission, Vision and Values:

Mission:
Engaging Minds, Transforming Lives and Serving the Community.

Vision:
To provide Access and Opportunity to build a Knowledge Nation.

Values:

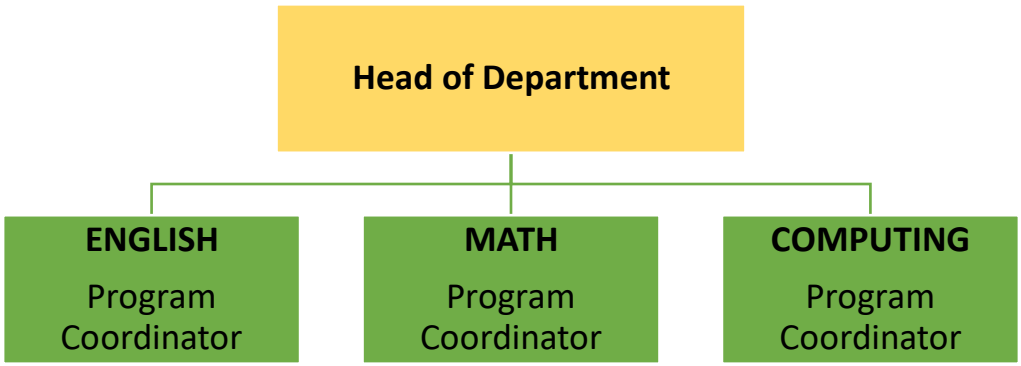
Inclusion:	Staff and students working together for shared success in an inclusive environment that promotes and encourages a culture of respect for people and ideas.
Creativity:	Support intellectual freedom and creativity, and encourage staff and students to explore and innovate, and become creative, independent thinkers and entrepreneurs.
Ethics:	Foster the highest academic and professional standards in the spirit of open and critical thought and enquiry.
Commitment:	The contribution from staff, students and all stakeholders to provide excellence and enhance academic, professional and personal development.

Program Description (Check what description was approved by the MoHERI)

General Foundation is a three-course program - English, Mathematics and Computing - which is the gateway to higher studies at Sohar University. All three courses have been designed to prepare students with the best possible advantage as they go into their faculties of specialization. GFP also offers Mathematics and Computing in Arabic, in order to cater to students who study in faculties that are taught in Arabic.

Program Management:

(Outline the management structures to ensure the appropriate governance of the program)



Program Accredited by:	NA
Program Licensed by:	MoHERI

جامعة صحار
SOHAR UNIVERSITY

Program Delivery:

Full Time

Duration of study:

Choose an item. Maximum 1 year for MOHE scholarship students

Program entry requirements and admissions policy: (Add Academic Board approved entry requirements and ensure that specific requirements at all stages of the program are included)

1. Completed the General Diploma (formerly Secondary School Completion Certificate in Oman), or equivalent.
2. Achieved a score at least equal to the entry score outlined in the HEAC Guidelines for student's admission published annually for private students.

Program Regulations: (Include the number of course units required to complete successfully to achieve an exit award and the minimum accumulative GPA score)

English LEVEL 1	English LEVEL 2	English LEVEL 3
Complete Placement Test	Successfully passed Level 1 (Elementary) with a minimum pass rate of 50%	Successfully passed Level 2 (Pre-Intermediate) with a minimum pass rate of 50%
Math Set 1/SET 1A	**Math Set 2***	**Math Set 3****
Complete Placement Test	Successfully passed Set 1with a minimum pass rate of 50%	Successfully passed Set 1with a minimum pass rate of 50%
*for Business, Language Studies programs ** for Engineering and FCIT programs		
IC3M1 / IC3M1A	**IC3M2 / IC3M2A**	
Complete Placement Test	Successfully passed IC3M1/ IC3M1A with a minimum pass rate of 50%	

Program Compatibility with Oman Standard Classification of Education Framework
http://www.hct.edu.om/pdf/qa-resources/oscedv1b.pdf

Broad field:	NA
Narrow field:	NA
Detailed field:	NA

Program Aim

GFP aims to develop students' English language, mathematics and computing skills to prepare them for study in their future specialisations. The programme is designed to introduce students to academic core skills as a foundation for future learning.

English Program Objectives (POs) "Brief, clear statements that describe the desired learning outcomes of instruction"

PO1	Develop students' ability to understand the purpose, main ideas, and details in some authentic texts.

PO2	Develop students' ability to effectively convey an opinion, feeling, or experience in a paragraph or an essay form, using correct spelling, grammar and punctuation.
PO3	Develop students' ability to follow very broadly the gist and details of academic talks or oral communication between speakers in more different contexts.
PO4	Develop students' ability to speak for at least 2-5 minutes on an academic topic and participate in a group discussion on everyday topics.
PO5	Develop students' ability to write a longer text of 500 words, showing minimum research skills (e.g. paraphrasing, in text citations and bibliography).
Math Program Objectives (POs) "Brief, clear statements that describe the desired learning outcomes of instruction"	
PO1	To help GFP students in refreshing their knowledge of the basics of Mathematics they already gained from study in schools.
PO2	To help them to study and learn Mathematics in English and to get familiar with the terminology of Mathematics they need for the study of the next level Mathematics courses in GFP and faculties.
PO3	To help GFP students in refreshing and consolidating their knowledge of a number of mathematical topics they already gained from studying Mathematics in schools. This can help the students in understanding the more advanced Mathematics courses or the courses that demand mathematical background during their study in faculties.
PO4	To help them to study and learn Mathematics in English and to get familiar with the Mathematics terminology that is important for the study of a higher-level Mathematics courses in faculties.
Computing Program Objectives (POs) "Brief, clear statements that describe the desired learning outcomes of instruction"	
PO1	Identify the meaning of the computer and its main components.
PO2	Introduce the key applications of Microsoft Office 2016 and their common features.
PO3	Introduce the available tools and features on Microsoft Word to create professional documents with different formatting.
PO4	Identify the different functions available in Excel to create formulas with different numbering formats and inserting charts in the worksheets.
PO5	Provide the students with the required knowledge on how to create presentations with different contents and applying different features like themes, animations, and transitions.
PO6	Provide the students with the required knowledge to understand the computer hardware and how they work together to process information.
PO7	Identify the meaning of software and its classifications, types and licenses.
PO8	Introduce Windows 10 and its feature to manage files and folders.
PO9	Give the basic knowledge of the network, its common types and its related hardware to setup a simple network.
PO10	Introduce the fundamentals of the World Wide Web and the use of electronic mails.
PO11	Introduce the main requirements for using the computer for different purposes.
English Program Learning Outcomes (PLOs) "What a student is expected to know, understand and/or be able to demonstrate after completing a process of learning"	
PLO1	Actively participate in a discussion on a topic relevant to their studies by asking questions, agreeing/disagreeing, asking for clarification, sharing information, expressing and asking for opinions.
PLO2	Paraphrase information (orally or in writing) from a written or spoken text or from graphically presented data.

PLO3	Prepare and deliver a talk of at least 5 minutes. Use library resources in preparing the talk, speak clearly and confidently, make eye contact and use body language to support the delivery of ideas. Respond confidently to questions.
PLO4	Write texts of a minimum of 250 words, showing control of layout, organisation, punctuation, spelling, sentence structure, grammar and vocabulary.
PLO5	Produce a written report of a minimum of 500 words showing evidence of research, note taking, review and revision of work, paraphrasing, summarising, use of quotations and use of references.
PLO6	Take notes and respond to questions about the topic, main ideas, details and opinions or arguments from an extended listening text (e.g. lecture, news broadcast).
PLO7	Follow spoken instructions in order to carry out a task with a number of stages.
PLO8	Listen to a conversation between two or more speakers and be able to answer questions in relation to context, relationship between speakers, register (e.g. formal or informal).
PLO9	Read a one to two page text and identify the main idea(s) and extract specific information in a given period of time.
PLO10	Read an extensive text broadly relevant to the student's area of study (minimum three pages) and respond to questions that require analytical skills, e.g. prediction, deduction, inference.

Math Program Learning Outcomes (PLOs) "What a student is expected to know, understand and/or be able to demonstrate after completing a process of learning"

SET 1 and SET 1A

PLO1	Describe the set of real numbers, all its subsets and their relationship.
PLO2	Identify and use the arithmetic properties of subsets of integers, rational, irrational, and real numbers, including closure properties for the four basic arithmetic operations where applicable.
PLO3	Determine the laws of exponents and apply them to simplify expression.
PLO4	Determine the laws of radicals and apply them to simplify expression.
PLO5	Manipulate fractions and percentages.
PLO6	Manipulate decimals and ratios.
PLO7	Determine the measurements and conversion from one unit to another.
PLO8	Determine the basic Algebra concepts such as variables, terms, expressions, Brackets, factorization, etc.
PLO9	Determine the polynomials and rational expressions, perform operations on polynomials, manipulate numerical and polynomial expressions, simplify rational expressions, and rationalize numerators or denominators.
PLO10	Solve first degree equations, and equations involving radicals and fractional expression.

PLO11	Translate worded problems into mathematical expression and model simple real life problems with linear equations.
PLO12	Use the quadratic formula to find roots of a second-degree polynomial and translate worded problems into mathematical expression and model simple real life problems with quadratic equations.
PLO13	Solve linear inequalities and translate worded problems into mathematical expression and model simple real life problems with linear inequalities.
PLO14	Know the relationship between degree and radian measure of an angle and find the length of a circular arc and the area of a sector.
PLO15	Determine the trigonometric and circular functions and use the fundamental trigonometric identities in various problems.
PLO16	Solve right-angled triangles using angles of elevation and depression.
	SET 2 and SET 3
PLO17	Use coordinate plane to solve algebraic and geometric problem, and understand geometric concepts such as equation of a line, perpendicular, parallel, and tangent lines.
PLO18	Determine the geometric concept of equation of a circle and use the three types of symmetry of an equation to sketch its graph.
PLO19	Determine the inverse relationship between exponents and logarithms and use this relationship to solve related problems.
PLO20	Solve exponential and logarithmic equations.
PLO21	Determine the basic concepts of descriptive statistics, mean, median, mode and summarize data into tables and simple graphs (bar charts, histogram, and pie chart).
PLO22	Determine the basic probability concepts and compute the probability of simple events using tree diagrams and formulas for permutations and combinations.
	SET 2
PLO23	Solve quadratic equations and inequalities.
PLO24	Solve two variables linear equations and inequalities and sketch their graph.
PLO25	Interpret a series of three simultaneous inequalities of two variables, display them graphically and determine the solution set.
PLO26	Compare simple and compound interest and relate compound interest to exponential growth.
PLO27	Determine the definition of a function and its graph and sketch the graphs of quadratic, exponential, and logarithmic functions.
PLO28	Determine the zeros and the maximum or minimum of a quadratic function, and solve related problems, including those arising from real world applications.

PLO29	Solve simple real life problems involving linear, quadratic, and exponential functions graphically and algebraically.
	SET 3
PLO30	Use appropriate software to interpret equations and graphs.
PLO31	Solve quadratic equations using quadratic formula.
PLO32	Determine the definition of the different types of angles and measure them in degrees and radians.
PLO33	Determine the trigonometric identities.
PLO34	Use the law of sines and cosines to solve a triangle and real-life problems.
PLO35	Determine the definition of a function and its graph and describe analytically the trigonometric and circular functions.
Computing Program Learning Outcomes (PLO) "*What a student is expected to know, understand and/or be able to demonstrate after completing a process of learning"*	
	IC3M1
PLO1	Identify the main components of the personal computer system in terms of hardware and software.
PLO2	Explain the different types of Microsoft Office applications; Word, Excel and PowerPoint and identify their common features, e.g., tabs, groups, menus, quick access toolbar, tell me feature, help function, display, and hide the ribbon.
PLO3	Identify how to create new, open, modify, navigate, save, and close a Word document, Excel sheet and PowerPoint presentation and how to convert written text into a formatted electronic document (PDF).
PLO4	Illustrate the different text formats, e.g. bold, italic, font type, size and color; cases, subscript, superscript; etc.
PLO5	Identify the main components of a spreadsheet window and demonstrate how to manipulate and format data and insert/delete row/column and modify their size, demonstrate how to insert, delete, rename, move, or copy, use page layout options, and print a worksheet.
PLO6	Identify the main components of a presentation window, demonstrate the ability to insert, duplicate, delete and move slides, identify the different design layouts and presentation view modes, and explain the difference between master slide and other slides.
PLO7	Explore the use of the copy, cut, paste, format painter functions and the use of find, and replace commands.
PLO8	Analyze data using various charts explore the available analysis option and use sort and filter options.
PLO9	Discover the use of themes and background, transition, and animation effects in presentations.

PLO10	Apply paragraph formats e.g., in Microsoft Word and use alignment options, border and shading, paragraph spacing and line spacing in a document, and identify different types of bullets/numbering.
PLO1 1	Apply page setup options; page orientation, page sizes, page margins, and understand how to insert header/footer, date/time, page number, and how to print a document.
PLO12	Employ the use footnote/ endnotes and demonstrate the use of automatic spell/grammar checking & correction.
PLO13	Use Insert options to add picture and table and explain the terms associated with them.
PLO14	Generate various formulas using built-in functions and use them appropriately and correctly to solve problems.
PLO15	Show the ability to insert pictures, objects, links, notes, header and footer, updated dates, and automatic numbering to enhance the look of the presentation.
PLO16	Illustrate the ability to run/end the slide show and use various print options to print the presentation slides.
IC3M2	
PLO17	Compare the different types of computers and their purposes.
PLO18	Describe the function of different hardware components such as CPU, storage systems, types of memories like RAM, ROM etc. and common input and output devices and describe how they work in sequence to process information.
PLO19	Identify and explain the different types of software: operating systems, application software and programming software and the explain the terms shareware, freeware, end-user license agreement and the concept of software copyright.
PLO20	Identify the basic knowledge of computer ergonomics (seating, lighting, positioning, ventilation etc.) and explain the common health problems associated with computer usage and ways to avoid them.
PLO21	Identify the Omani data protection legislation.
PLO22	Explore network fundamentals, types and the benefits and risk of network computing.
PLO23	Evaluate the effect of IT on our lives and on society generally and explain how to get protected from network issues, viruses, and hackers etc.
PLO24	Explore the requirements of a computer suitable for purchasing for student usage.
PLO25	Illustrate the terms Hertz and byte.
PLO25	Show how to install and uninstall software.
PLO27	Illustrate the hierarchical structure of drives, files and folders and identify the meaning of file extension.
PLO28	Use Windows operating system to manage files and folders easily by creating, deleting, and copying, moving, and compressing / decompressing files and using Settings' options.

PLO29	Use web browsers to browse information over the internet and deal with their tools and options.
PLO30	Show how electronic mail works including the components of electronic mail message, electronic mail address, and electronic mail options.
PLO31	Employ the basics of computer maintenance skills such as formatting of removable media, backup data, using good passwords, and logging on and off a computer.

Mapping English (Elementary) Program Objectives (POs) to Program Learning Outcomes (PLOs)

Indicate how each PLO addresses the respective PO: 1 = slightly, 2 = moderately, 3 = completely

Program Learning Outcomes	PO1	PO2	PO3	PO4	PO5
PLO1				1	
PLO2			1		
PLO3		1			
PLO4					1
PLO5					1
PLO6			1		
PLO7					2
PLO8			1		
PLO9	1				
PLO10	2				

Mapping English (Pre-Intermediate) Program Objectives (POs) to Program Learning Outcomes (PLOs)

Indicate how each PLO addresses the respective PO: 1 = slightly, 2 = moderately, 3 = completely

Program Learning Outcomes	PO1	PO2	PO3	PO4	PO5
PLO1				2	
PLO2			2		
PLO3		2			
PLO4					2
PLO5					2
PLO6			2		
PLO7					2
PLO8			1		
PLO9	2				
PLO10	2				

Mapping English (Intermediate) Program Objectives (POs) to Program Learning Outcomes (PLOs)					
Indicate how each PLO addresses the respective PO: 1 = slightly, 2 = moderately, 3 = completely					
Program Learning Outcomes	PO1	PO2	PO3	PO4	PO5
PLO1				3	
PLO2			3		
PLO3		3			
PLO4					3
PLO5					3
PLO6			3		
PLO7					3
PLO8			3		
PLO9	3				
PLO10	3				

Mapping Math Program Objectives (POs) to Program Learning Outcomes (PLOs)				
Indicate how each PLO addresses the respective PO: 1 = slightly, 2 = moderately, 3 = completely				
SET 1				
Program Learning Outcomes	PO1	PO2	PO3	PO4
PLO1	3			
PLO2	3			
PLO3	3			
PLO4	3			
PLO5	3			
PLO6	3			
PLO7	2			
PLO8	3			
PLO9		3		
PLO10		3		
PLO11		3		
PLO12		3		
PLO13		3		
PLO14		3		
PLO15		3		

PLO16		3		
SET 2				
Program Learning Outcomes	PO1	PO2	PO3	PO4
PLO17			3	
PLO18			3	
PLO19			3	
PLO20			3	
PLO21			3	
PLO22			3	
PLO23				3
PLO24				3
PLO25				3
PLO26				3
PLO27				3
PLO28				3
SET 3				
Program Learning Outcomes	PO1	PO2	PO3	PO4
PLO17			3	
PLO18			3	
PLO19			3	
PLO20			3	
PLO21			3	
PLO22			3	
PLO29				3
PLO30				3
PLO31				3
PLO32				3
PLO33				3
PLO34				3
PLO35				3

Mapping Computing Program Objectives (POs) to Program Learning Outcomes (PLOs)

Indicate how each PLO addresses the respective PO: 1 = slightly, 2 = moderately, 3 = completely

Program Learning Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11

PLO1	3										
PLO2		2	2	2	2						
PLO3		2	2	2	2						
PLO4			3								
PLO5				3							
PLO6					3						
PLO7			3								
PLO8				3							
PLO9					3						
PLO10			3								
PLO11			3								
PLO12			3								
PLO13			3								
PLO14				3							
PLO15					3						
PLO16					3						
PLO17	2					3					
PLO18						3					
PLO19							3				
PLO20											2
PLO21										2	
PLO22										3	
PLO23										3	
PLO24											3
PLO25						3					
PLO26							3				
PLO27								3			
PLO28								3			
PLO29										3	
PLO30										3	
PLO31											3

Mapping Graduate Attributes to Program Learning Outcomes (PLOs) - ENGLISH

Indicate how each PLO addresses the respective Graduate Attribute: 1 = slightly, 2 = moderately, 3= completely

Graduate Attributes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10

Communication	3		3	2	3					
Information Technology			3		3		2			
Numeracy						2		2	2	2
Creativity & Problem Solving					3					3
Team work	3									
Social and Ethical Responsibility	3		3		3					
Critical Judgement Ability	3	3			3					

Mapping Graduate Attributes to Program Learning Outcomes (PLOs) - MATH

Indicate how each PLO addresses the respective Graduate Attribute: 1 = slightly, 2 = moderately, 3= completely

Graduate Attributes	PLOs 1 to 8	PLOs 9 to 16	PLOs 17 to 22	PLOs 23 to 29	PLOs 30-35
Communication	3	3	3	3	3
Information Technology	2	NA	2	NA	NA
Numeracy	3	3	3	3	3
Creativity & Problem Solving	3	3	3	3	3
Team work	NA	NA	NA	NA	NA
Social and Ethical Responsibility	3	3	3	3	3
Critical Judgement Ability	3	3	3	3	3

Mapping Graduate Attributes to Program Learning Outcomes (PLOs) - COMPUTING

Indicate how each PLO addresses the respective Graduate Attribute: 1 = slightly, 2 = moderately, 3= completely

Graduate Attributes	PLO	How PLO address the Graduate Attribute
Communication	PLO 1 – PLO31	3
Information Technology	PLO 1 – PLO31	3
Numeracy	PLO14, PLO25	3
Creativity & Problem Solving	PLO 1 – PLO31	3
Team work	PLO 1 – PLO31	3
Social and Ethical Responsibility	PLO 1 – PLO31	3
Critical Judgement Ability	PLO 1 – PLO31	3

Program structure (taken from the program matrix Acad Form-38)

Level	Sem	Course Code	Course Title	No of units	Core/ Elective	Pre-Requisite

1	1&2	ELEM	ELEMENTARY	NA	Core	NA
2	1&2	PREINT	PRE-INTERMEDIATE	NA	Core	ELEM PASS
3	1&2	INTER	INTERMEDIATE	NA	Core	PREINT PASS
4	1&2	SET 1	BASIC MATHEMATICS	NA	Core	NA
5	1&2	SET 2	APPLIED MATHEMATICS	NA	Core	SET 1 PASS
6	1&2	SET 3	PURE MATHEMATICS	NA	Core	SET 1 PASS
7	1&2	IC3M1	KEY APPLICATION	NA	Core	NA
8	1&2	IC3M2	COMPUTING FUNDAMENTALS	NA	Core	NA

Mapping Program Learning Outcomes with Courses - ENGLISH

Indicate how each course addresses the respective PLO: 1 = slightly, 2 = moderately, 3 = completely

Course Code	Course Title	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10
ELEM	ELEMENTARY	1	1	1	1	2	1	2	1	1	1
PREINT	PRE-INTERMEDIATE	2	1	2	2	2	1	2	2	2	1
INTER	INTERMEDIATE	3	3	3	3	3	3	3	3	3	3

Mapping Program Learning Outcomes with Courses - MATH

Indicate how each course addresses the respective PLO: 1 = slightly, 2 = moderately, 3 = completely

Course Code	Course Title	PLOs 1 to 8	PLOs 9 to 16	PLOs 17 to 22	PLOs 23 to 29	PLOs 30-35
SET 1	BASIC MATHEMATICS	3	3	NA	NA	NA
SET 2	APPLIED MATHEMATICS	NA	NA	3	3	NA
SET 3	PURE MATHEMATICS	NA	NA	3	NA	3

Mapping Program Learning Outcomes with Courses - COMPUTING

Indicate how each course addresses the respective PLO: 1 = slightly, 2 = moderately, 3 = completely

IC3M1	KEYA APPLICATION	PLO1 – PLO16	3
IC3M2	COMPUTING FUNDAMENTALS	PLO17 – PLO31	3

Description of Teaching and Learning Methods to be used

GFP employs a student-centred learning approach that develops students' critical thinking and autonomy in learning. The program provides students with a strong foundation in English proficiency, mathematics, computing, and study skills before they progress to faculty studies.

In English program, there are 3 levels – Elementary, Pre-Intermediate and Intermediate. The students are placed in these levels based on their scores in the placement test. In Math, there are 3 courses – SET 1, SET 2 and SET 3. While there 2 courses in Computing – IC3M1 and IC3M2. For each course, the duration of study lasts for 12 weeks.

COURSE CODE	COURSE TITLE	No. of contact hours per week
ELEM	ELEMENTARY	22 hours
PREINT	PRE-INTERMEDIATE	22 hours
INTER	INTERMEDIATE	22 hours
SET1	BASIC MATHEMATICS	5 hours
SET2	APPLIED MATHEMATICS	5 hours
SET3	PURE MATHEMATICS	5 hours
IC3M1	KEY APPLICATION	5 hours
IC3M2	COMPUTING FUNDAMENTALS	5 hours

In English, most of the teaching (20 hours) is delivered face-to-face; 2 hours are used for online teaching using the SULMS and textbook-related digital platforms such as MyELT and MyEnglishLab.

Description of Assessment Methods to be used

A variety of formative and summative assessment methods such as MCQs, short quizzes, essays, reports, presentations, role-plays and discussions are used to evaluate students.

Each course has 1 or 2 formative assessments, 2 assessments as part of the course work and a final exam.

University Grading System		
Classification	**Range (%)**	**Grade**
Exceptional performance: The student provided an exceptionally high quality of performance and through this demonstrated an exceptionally high standard of learning achievement in relation to the course learning outcomes.	**85 - 100**	**4.0**
Excellent Performance: The student provided a high quality of performance and through this demonstrated a high standard of learning achievement in relation to the course learning outcomes.	**75 - <85**	**3.5 - <4.0**
Very good Performance: The student provided a very good quality of performance and through this demonstrated a sound standard of learning achievement in relation to the course learning outcomes.	**65 - <75**	**3.0 - <3.5**
Good Performance: The student provided good quality of performance and through this demonstrated an acceptable standard of learning achievement in relation to the course learning outcomes.	**57.5 - <65**	**2.5 - <3.0**
Satisfactory Performance: The student provided an acceptable quality of performance and through this demonstrated an acceptable standard of learning achievement in relation to the course learning outcomes.	**50 - <57.5**	**2.0 - <2.5**
Fail: The student did not provide a quality of performance that demonstrated an acceptable standard of learning achievement in relation to the course learning outcomes.	**0 - <50**	**0 - <2**

English Learning Resources

a) **Books, journals and any other references (hard and soft copies):**
Life

The North Star Listening & Speaking Book

The North Star Reading & Writing Book

In-House Materials

b) Laboratory tools and equipment (if applicable):

Lab Name	Lab Location	Lab Approximate Space	Main Equipment	Lab Students Capacity (per session)
NA	NA	NA	NA	NA

c) Supporting software:

SULMS
MS Teams
MyELT
MyEnglishLab

Math Learning Resources

a) Books, journals and any other references (hard and soft copies):

- Beecher, J., Penna, J., & Bittinger, M. (2016). *Algebra and Trigonometry* (5th ed.) Indianapolis, IN: Pearson Education, Inc.
- Blitzer, R. (2017). *Introductory & Intermediate Algebra for College Students* (5th ed.) Miami-Dade, FL: Pearson Education, Inc.
- Freund, J., & Perles, B. (2014). *Modern Elementary Statistics* (12th ed.) London, UK: Pearson Education Limited.
- Lial, M., Hornsby, J., & McGinnis, T. (2016). *Algebra for College Students* (8th ed.) New Orleans, LA: Pearson Education, Inc.
- http:// www.ourmathsite.com
- http:// www.khanacademy.org
- http://www.mathcentre.ac.uk
- www.mathsisfun.com
- http://www.purplemath.com

b) Laboratory tools and equipment (if applicable):

Lab Name	Lab Location	Lab Approximate Space	Main Equipment	Lab Students Capacity (per session)

b) Supporting software:

- SULMS
- MS. Teams

Computing Learning Resources

c) Books, journals and any other references (hard and soft copies):

- Office 365 All-In-One for Dummies
- Windows 10 Step by Step

b) Laboratory tools and equipment (if applicable):

Lab Name	Lab Location	Lab Approximate	Main Equipment	Lab Students Capacity (per session)

		Space		
Computing lab	B & E blocks	25 - 30	Windows 10 & Office 2016	16 - 18

c) Supporting software:

- Windows 10 & Office 2016
- MS. Teams
- Browsers to access SULMS

Program Evaluation and Enhancement Procedures (Quality assurance and enhancement)

GFP uses a number of tools to evaluate its programs.
Operational Plan: GFP Operational Plan includes actions planned for each program, with the KPIs, time limits, achievement percentage and persons in-charge.
Annual Program Report (PAMR), Course Reviews, Periodic Review of the program, annual external review and You Said We Did are other tools used to enhance the quality of the programs.
Annually at least one **benchmarking exercise** with an HEI is carried out.
All these evaluation processes are carried out under the guidance of Sohar University QA.

Authorised by:	**Date:**	**Signature:**
Program Coordinators Name: Saju Abraham Ghania Al Saadi Wafa Al Ghithi	14/10/2021	PRINTED NAME *Saju Abraham* *Ghania Al Saadi* *Wafa Al Ghithi*