

GENERAL FOUNDATION PROGRAM PROFILE

This form provides the definitive specifications and outline of the General Foundation Program run by Sohar University. This document is to be submitted to the Quality Assurance Office.

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

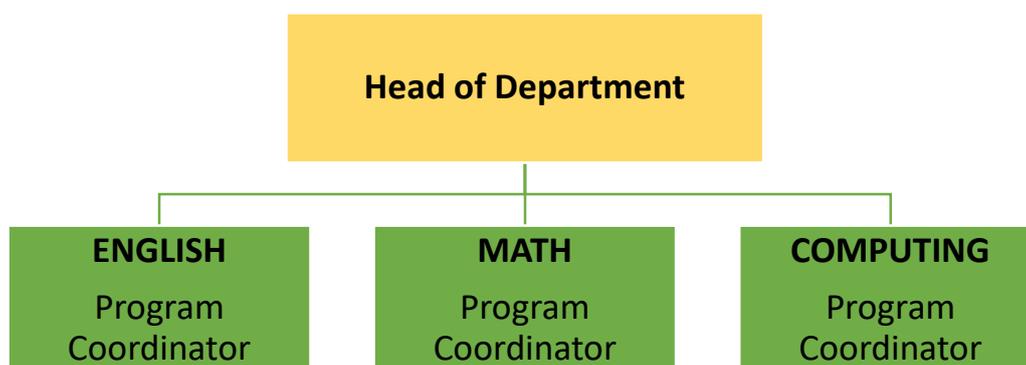
Inclusion: Staff and students working together for shared success in an inclusive environment that promotes and encourages a culture of respect for people and ideas.

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



Program Affiliations: N.A

Program Licensed by: MOHE

Mode of Teaching:

FULL-TIME

Duration of study:

Maximum 1 year for MoHE scholarship students

Program entry requirements and admissions policy: (Should include specific requirements at all stages of the program)

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

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 1 with a minimum pass rate of 50%	Successfully passed Set 1 with a minimum pass rate of 50%
*for Business, Language Studies programs ** for Engineering and FCIT programs		
IC3 M1 / M1A	IC3 M2 / M2A	
Complete Placement Test	Successfully passed M1/M1A with a minimum pass rate of 50%	

GFP Programs Objectives (PO) "Brief, clear statements that describe the desired learning outcomes of instruction"

- **English:** This programme aims to develop students' integrated general English language skills across the skill areas of reading, writing, speaking and listening across the three levels, with a focus on basic research skills, reading and writing skills. Study skills and critical thinking skills are embedded in the course. By the end of the course, students should have an English language equivalent of IELTS 5.
- **Maths:** This programme is intended to give the GFP students a chance to study a number of pre-calculus topics that help them in their future study at faculties. For students who study at faculties that use English as the standard study language, they should study GFP Mathematics in English as this will equip them with the Maths terminology they need when study at these faculties. While students who will join Faculty of Law or Faculty of Education and Arts study GFP Mathematics in Arabic.
- **Computing:** In this program students will be provided with the computing knowledge and skills , in order to be able to achieve computerized operations and duties professionally with high quality and clear evidence of knowledge of computers skills and Technique

English Language Program Learning Outcomes (PLO) "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 (PLO) *"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, SET 2A, SET 3 and SET 3A

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 and SET 2A

PLO23	Solve quadratic equations and inequalities.
PLO24	Solve two variables linear equations and inequalities and sketch their graph.

PL025	Interpret a series of three simultaneous inequalities of two variables, display them graphically and determine the solution set.
PL026	Compare simple and compound interest and relate compound interest to exponential growth.
PL027	Determine the definition of a function and its graph and sketch the graphs of quadratic, exponential, and logarithmic functions.
PL028	Determine the zeros and the maximum or minimum of a quadratic function, and solve related problems, including those arising from real world applications.
PL029	Solve simple real life problems involving linear, quadratic, and exponential functions graphically and algebraically.

SET 3 and SET 3A

PL030	Use appropriate software to interpret equations and graphs.
PL031	Solve quadratic equations using quadratic formula.
PL032	Determine the definition of the different types of angles and measure them in degrees and radians.
PL033	Determine the trigonometric identities.
PL034	Use the law of sines and cosines to solve a triangle and real-life problems.
PL035	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"

Module 1

PL01	Identify the components of the computer, including keyboard skills and how to login and exiting the computer.
PL02	Describe common elements of the latest Microsoft Office applications like common tabs and groups, help function, tell me feature, showing and hiding the ribbon and how to manipulating file.
PL03	Use Microsoft Word to create documents and use editing and formatting commands to select, copy, cut and paste text, undo and redo the text, controlling text formatting in terms of font color, size and type, creating bulleted and numbered list, moving around document, working with paragraphs, using find and replace, proofing spelling and grammar, adding footnotes and endnotes, page orientation, paper size and page margins, adding date and time, headers and footers and page numbers, printing documents and working with pictures and tables.
PL04	Use Microsoft Excel with huge data by dealing with columns, rows, cells and worksheet, entering and editing data in the worksheet, managing the worksheet, columns and rows, formatting numbers, sorting and filter data, creating formula, working with chart, and working with page setup group.
PL05	Use Microsoft PowerPoint to create presentation and manage it by inserting, deleting, duplicating slides, change slide layouts, themes and backgrounds, inserting header and footer and hyperlinks, creating a slide master, applying transition and animation, running the slide, ending slide show and printing the presentations.

Module 2

PL06	Identify the different types of computers and their purposes.
PL07	Identify the different components of personal computers and how they work.
PL08	Identify the meaning of software and distinguish between the different types of software, operating systems and how to install and uninstall software.
PL09	Operate with Windows 10 desktop and manage files and folders easily by creating, deleting, and copying, moving and compressing / decompressing files.
PL010	Identify the meaning of network and internet and identify the different network types.
PL011	Use Internet Explorer 11 and using Office 365 Outlook to send and receive emails.
PL012	Understand the requirements of purchasing a suitable computer for students.
PL013	Identifying the different types of viruses and how to protect computer from viruses.
PL014	Outline health issues when using the computer and how to provide a healthy environment.

Mapping Program Learning Outcomes (PLOs) to Course (Level) Learning Outcomes*

* Elementary, Pre-Intermediate, Intermediate, Set 1, Set 2, Set 3, IC3M1, IC3M2

English Language Program learning outcomes	Level	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10
CLOs	Elem										
Participate in a discussion in a limited manner on a topic relevant to their studies by asking questions, agreeing/disagreeing, asking for clarification, sharing information, expressing and asking for opinions.		✓									
Write simple texts of 120-150 words, showing control of sentence structure, punctuation, spelling, grammar and vocabulary.					✓						
Pre-write, draft, revise, edit, and proofread course-level sentences and paragraphs.					✓						
Take notes and respond to questions about the topic, main ideas, details and opinions from a listening text.							✓				
Follow spoken instructions in order to carry out a task with a number of stages.								✓			
Listen to a conversation between two or more speakers and be able to answer questions in relation to context, and relationship between speakers.									✓		
Read a one-page text and identify the main idea(s) and extract specific information in a given period of time.										✓	
C LOs	Pre-Int										
Actively participate in a group discussion on a topic relevant to their studies by asking questions, agreeing/disagreeing, asking for clarification, sharing information, expressing and asking for opinions.		✓									
Paraphrase information (orally or in writing) from a written or spoken text or from graphically presented data.			✓								
Prepare and deliver a talk of at least 3-4 minutes. Use ideas from course book and library resources in a limited manner 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.				✓							
Write texts of a minimum of 180 words, showing control of layout, organization, punctuation, spelling, sentence structure, grammar and vocabulary.					✓						
Pre-write, draft, revise, edit, and proofread course-level sentences and paragraphs.					✓						
Take notes and respond to questions about the topic, main ideas, details and opinions or arguments from an extended listening text.							✓				
Follow spoken instructions in order to carry out a task with a number of stages.								✓			
Listen to a conversation between two or more speakers and be able to answer									✓		

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.	SET 1 and SET 1A	✓			
Determine the laws of exponents and apply them to simplify expression.	SET 1 and SET 1A	✓			
Determine the laws of radicals and apply them to simplify expression.	SET 1 and SET 1A	✓			
Manipulate fractions and percentages.	SET 1 and SET 1A	✓			
Manipulate decimals and ratios.	SET 1 and SET 1A	✓			
Determine the measurements and conversion from one unit to another.	SET 1 and SET 1A	✓			
Determine the basic Algebra concepts such as variables, terms, expressions, Brackets, factorization, etc.	SET 1 and SET 1A	✓			
Determine the polynomials and rational expressions, perform operations on polynomials, manipulate numerical and polynomial expressions, simplify rational expressions, and rationalize numerators or denominators.	SET 1 and SET 1A	✓			
Solve first degree equations, and equations involving radicals and fractional expression.	SET 1 and SET 1A	✓			
Translate worded problems into mathematical expression and model simple real life problems with linear equations.	SET 1 and SET 1A	✓			
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.	SET 1 and SET 1A	✓			
Solve linear inequalities and translate worded problems into mathematical expression and model simple real life problems with linear inequalities.	SET 1 and SET 1A	✓			
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.	SET 1 and SET 1A	✓			
Determine the trigonometric and circular functions and use the fundamental trigonometric identities in various problems.	SET 1 and SET 1A	✓			
Solve right-angled triangles using angles of elevation and depression.	SET 1 and SET 1A	✓			
Use coordinate plane to solve algebraic and geometric problem, and understand geometric concepts such as equation of a line, perpendicular, parallel, and tangent lines.	SET 2, SET 2A, SET 3 and SET 3A		✓		
Determine the geometric concept of equation of a circle and use the three types of symmetry of an equation to sketch its graph.	SET 2, SET 2A, SET 3 and SET 3A		✓		
Determine the inverse relationship between exponents and logarithms and use this relationship to solve related problems.	SET 2, SET 2A, SET 3 and SET 3A		✓		

Solve exponential and logarithmic equations.	SET 2, SET 2A, SET 3 and SET 3A			✓		
Determine the basic concepts of descriptive statistics, mean, median, mode and summarize data into tables and simple graphs (bar charts, histogram, and pie chart).	SET 2, SET 2A, SET 3 and SET 3A			✓		
Determine the basic probability concepts and compute the probability of simple events using tree diagrams and formulas for permutations and combinations.	SET 2, SET 2A, SET 3 and SET 3A			✓		
Solve quadratic equations and inequalities.	SET 2 and SET 2A				✓	
Solve two variables linear equations and inequalities and sketch their graph.	SET 2 and SET 2A				✓	
Interpret a series of three simultaneous inequalities of two variables, display them graphically and determine the solution set.	SET 2 and SET 2A				✓	
Compare simple and compound interest and relate compound interest to exponential growth.	SET 2 and SET 2A				✓	
Determine the definition of a function and its graph and sketch the graphs of quadratic, exponential, and logarithmic functions.	SET 2 and SET 2A				✓	
Determine the zeros and the maximum or minimum of a quadratic function, and solve related problems, including those arising from real world applications.	SET 2 and SET 2A				✓	
Solve simple real life problems involving linear, quadratic, and exponential functions graphically and algebraically.	SET 2 and SET 2A				✓	
Use appropriate software to interpret equations and graphs.	SET 3 and SET 3A					✓
Solve quadratic equations using quadratic formula.	SET 3 and SET 3A					✓
Determine the definition of the different types of angles and measure them in degrees and radians.	SET 3 and SET 3A					✓
Determine the trigonometric identities.	SET 3 and SET 3A					✓
Use the law of sines and cosines to solve a triangle and real-life problems.	SET 3 and SET 3A					✓
Determine the definition of a function and its graph and describe analytically the trigonometric and circular functions.	SET 3 and SET 3A					✓

Computing learning outcomes	module	PLOs													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
Identify the components of the computer, including keyboard skills and how to login and exiting the computer.	IC3M1	✓													
Describe common elements of the latest Microsoft Office applications like common tabs and groups, help function, tell me feature, showing and hiding the ribbon and how to manipulating file.	IC3M1		✓												

Use Microsoft Word to create documents and use editing and formatting commands to select, copy, cut and paste text, undo and redo the text, controlling text formatting in terms of font color, size and type, creating bulleted and numbered list, moving around document, working with paragraphs, using find and replace, proofing spelling and grammar, adding footnotes and endnotes, page orientation, paper size and page margins, adding date and time, headers and footers and page numbers, printing documents and working with pictures and tables.	IC3M1			✓																
Use Microsoft Excel with huge data by dealing with columns, rows, cells and worksheet, entering and editing data in the worksheet, managing the worksheet, columns and rows, formatting numbers, sorting and filter data, creating formula, working with chart, and working with page setup group.	IC3M1			✓																
Use Microsoft PowerPoint to create presentation and manage it by inserting, deleting, duplicating slides, change slide layouts, themes and backgrounds, inserting header and footer and hyperlinks, creating a slide master, applying transition and animation, running the slide, ending slide show and printing the presentations.	IC3M1				✓															
Identify the different types of computers and their purposes.	IC3M2					✓														
Identify the different components of personal computers and how they work.	IC3M2						✓													
Identify the meaning of software and distinguish between the different types of software, operating systems and how to install and uninstall software.	IC3M2							✓												
Operate with Windows 10 desktop and manage files and folders easily by creating, deleting, and copying, moving and compressing / decompressing files.	IC3M2								✓											
Identify the meaning of network and internet and identify the different network types.	IC3M2									✓										
Use Internet Explorer 11 and using Office 365 Outlook to send and receive emails.	IC3M2										✓									
Understand the requirements of purchasing a suitable computer for students.	IC3M2											✓								
Identifying the different types of viruses and how to protect computer from viruses.	IC3M2												✓							
Outline health issues when using the computer and how to provide a healthy environment.	IC3M2																			✓

Mapping Generic skills to English Language PLOs

PLO 1	PLO								
-------	-----	-----	-----	-----	-----	-----	-----	-----	-----



		2	3	4	5	6	7	8	9	10
Communication	✓		✓	✓	✓					
Information Technology			✓		✓		✓			
Numeracy						✓		✓	✓	✓
Creativity & Problem Solving					✓					✓
Team work	✓									
Social and Ethical Responsibility	✓		✓		✓					
Critical Judgement Ability	✓	✓			✓					

Mapping Generic skills to Math PLOs	PLO's 1 to 5	PLO's 6 and 7	PLO's 8 to 20	PLO 21	PLO 5	PLO's 22 to 29	PLO 30	PLO's 31 to 35
Communication	✓	✓	✓	✓	✓	✓	✓	✓
Information Technology							✓	
Numeracy	✓	✓	✓	✓	✓	✓	✓	✓
Creativity & Problem Solving	✓	✓	✓	✓	✓	✓	✓	✓
Team work		✓		✓				
Social and Ethical Responsibility	✓	✓	✓	✓	✓	✓	✓	✓
Critical Judgement Ability	✓	✓	✓	✓	✓	✓	✓	✓

Mapping Generic skills to Computing PLOs	PL O 1	PL O 2	PL O 3	PL O 4	PL O 5	PL O 6	PL O 7	PL O 8	PL O 9	PL O 10	PL O 11	PL O 12	PL O 13	PL O 14
Communication	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Information Technology	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Numeracy				✓										
Creativity & Problem Solving				✓										
Team work				✓			✓	✓	✓		✓			
Social and Ethical Responsibility	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Critical Judgement Ability														

Teaching, Learning and Assessment (from Student Handbook)

%	Descriptor
50 - 100	Pass: The student provided a quality of performance that demonstrated an acceptable standard of learning achievement in relation to the course learning outcomes.
0 - <50	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.

English Learning Resources

- 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
SULMS
- Laboratory tools and equipment (if applicable):

Lab Name	Lab Location (G-Building)	Lab Approximate Space	Main Equipment	Lab Students Capacity (per session)
MyEnglishLab	A/B/E Blocks		Computers	30

c. Supporting software:
Quizlet
Kahoot

Maths Learning Resources

- a) Books, journals and any other references (hard and soft copies):
In-house materials.
- 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.ourmaths.com](http://www.ourmaths.com)
 - [http:// www.khanacademy.org](http://www.khanacademy.org)
 - <http://www.mathcentre.ac.uk>
 - www.mathsisfun.com
 - <http://www.purplemath.com>
- b) Laboratory tools and equipment (if applicable): N.A
- c) Supporting software: Kahoot

Computing Learning Resources

- a) **Books, journals and any other references (hard and soft copies):**
- Morrison, C., Wells, D., & Ruffolo, L. (2015). Computer Literacy: A Comprehensive Guide to IC3. Stamford: Cengage Learning.
 - Wong, S. (2009). Internet and Computing Core Certification Guide. Pitt Meadows: CCI Learning Solutions Inc.
 - Wong, S., Heer, I., Hegedus, K., & Yulo, K. (2012). IC3 Computing Fundamentals Global Standard 4 CCI Learning Solutions Inc.
 - https://www.tutorialspoint.com/computer_fundamentals/computer_networking.htm
 - <https://edu.gcfglobal.org/en/>
- b) **Laboratory tools and equipment (if applicable):**
- Hardware components (Peripheral devices and internal parts of the computer)

Lab Name	Lab Location (G-Building)	Lab Approximate Space	Main Equipment	Lab Students Capacity (per session)
Computer Labs	C and E buildings	25 – 30	Computers and Projectors	25 - 30

c) **Supporting software:**

- Office Applications (Word, Excel, PowerPoint)
- Internet Explorer
- Outlook 365

Program evaluation, enhancement and assessment methods

- Annual review of the programme utilising course and program data;
- Periodic review of the programs' courses (by delivery);
- Periodic internal reviews of the program and its courses;
- Scrutiny of standards by the University Quality Assurance Committee via summary reports of annual programme monitoring reports (PAMR).
- Consideration of annual external reviewer's reports, comments on individual examination and assessments, teaching and learning processes;
- Moderation and double marking of all examination elements;

Author(s):	Saju Abraham, Hussein Jasim, Abdullah Tamimi
Approval (where applicable):	John Bateman
Date of completion:	08/09/2019