



# Program Specification

## (Bachelor)

Program Name:	<b><i>Optician Diploma</i></b>
Program Code (as per the Saudi Standard Classification of Educational Levels and Specializations):	<b>091902</b>
Qualification Level:	<b><i>fourth level (Diploma)</i></b>
Department:	write here
College:	<b><i>Applied Collage</i></b>
Institution:	<b><i>Umm-Al-Qura University</i></b>
Program Specification:	New <input type="checkbox"/> updated *
Last Review Date:	Jan-25

\*Attach the previous version of the Program Specification.



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## A. Program Identification and General Information

### 1. Program's Main Location :

Applied College - Umm Al-Qura University  
Aziziya Campus

### 2. Branches Offering the Program (if any):

N.A

### 3. Partnerships with other parties (if any) and the nature of each:

N.A

### 4. Professions/jobs for which students are qualified

Students successfully completing the Optician Program and the licensure examination by the Saudi Council for Health Specialties will have the skills necessary to work as a dispensing optician or sales representative in the eye care field. Opticians are employed by optical firms, optometrists, ophthalmologists, optical manufacturers and wholesalers.

### 5. Relevant occupational/ Professional sectors:

Graduates with an Optician Diploma can pursue careers across several occupational and professional sectors related to eye care, optical services, and healthcare. Here are the relevant sectors:

1. Optical Retail
2. Healthcare
3. Optical Manufacturing and Labs
4. Eye Care Practices
5. Sales and Marketing

### 6. Major Tracks/Pathways (if any):

Major track/pathway	Credit hours (For each track)	Professions/jobs (For each track)
1.		
2.		
3.		
...		

### 7. Exit Points/Awarded Degree (if any):

exit points/awarded degree	Credit hours
1. Associate Diploma in (optical dispensing technician)	42
2.	
3.	

### 8. Total credit hours: (66)



## B. Mission, Objectives, and Program Learning Outcomes

### 1. Program Mission:

Meeting the needs of the job market by producing qualified and professional opticians in accordance with international standards.

### 2. Program Goals:

- Providing an excellent educational program to qualify students to join the labor market.
  - Training students on the latest techniques in the field of optics.
  - Improving of skills acquired through inclusion of field training in the program's study plan
- Linking the college with the professional community by holding periodical meeting.

### 3. Program Learning Outcomes\*

#### Knowledge and Understanding

At the end of this program the student will be able to :

K1	Recall laws, principles and fundamental concepts for specific core subject areas in optical field
K2	Explain human ocular anatomy, physiology, and common visual conditions and their corrections.
K3	Interpret optical prescriptions and evaluate their implications for eyewear and visual aids.
K4	Identify and differentiate various types of lenses, frames, and optical devices suited to diverse patient needs.

#### Skills

At the end of this program the student will be able to :

S1	measure and fit lenses, frames, and other visual aids using industry-standard tools and techniques.
S2	Employ effective communication skills to perform patients consultation, interpret their needs, and explain optical options clearly.
S3	adjust and repair eyewear to ensure optimal functionality and comfort.
S4	Use appropriate methods for data organization and representation

#### Values, Autonomy, and Responsibility

At the end of this program the student will be able to :

V1	Work cooperatively and ethically in a large and small group environment
V2	Keep pace with advanced knowledge in the field of work/profession.

\* Add a table for each track or exit Point (if any)





## C. Curriculum

### 1. Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required			
	Elective			
College Requirements	Required	5	14	20%
	Elective			
Program Requirements	Required	19	52	72%
	Elective			
Capstone Course/Project				
Field Training/ Internship		1	6	8%
Residency year				
Others				
<b>Total</b>		<b>25</b>	<b>72</b>	<b>100%</b>

\* Add a separate table for each track (if any).

### 2. Program Courses:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	AP1510	Professional skills	Required		2	College
	AP1301	English language I	Required		4	College
	APOP1101	Principals of Mathematics	Required		2	Program
	APOP1102	Ocular Anatomy & Physiology	Required		2	Program
	APOP1103	primary eye care and ethics	Required		2	Program
	APOP1104	Marketing and Communication in the Optical Field	Required		2	Program
	APOP1105	Ophthalmic lenses	Required		2	Program
Level 2	APOP1106	Physial Optics	Required		2	Program
	AP1302	English language II	Required		4	College
	AP1310	Values and ethics	Required		2	College
	APOP2107	Geometrical Optics	Required	APOP1105	3	Program
	APOP2108	Ophthalmic Lens Surfacing	Required	APOP1104	3	Program
	APOP2109	Ophthalmic Dispensing I	Required	APOP1104	3	Program
Level 3	APOP2110	Contact Lenses I	Required	APOP1104	3	Program
	AP1201	Applications in artificial intelligence	Required		2	College
	APOP3111	Clinical Methods I	Required	APOP1102	3	Program
	APOP3112	Computer Skills	Required		3	Program
	APOP3113	Ophthalmic Dispensing II	Required	APOP2103	4	Program
APOP3114	Contact Lenses II	Required	APOP2104	3	Program	





Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 4	APOP4101	Medical Report	Required	APOP1106	2	Program
	APOP4115	Biostatistics	Required	APOP1101	3	Program
	APOP4116	Clinical Methods II	Required	APOP3101	4	Program
	APOP4117	Management of Optical Centers	Required	APOP1103	2	Program
	APOP4118	Ophthalmic Dispensing III	Required	APOP3103	4	Program
Level 5	APOP4901	Cooperative training in optics	Required	Pass all courses	6	Program

\* Include additional levels (for three semesters option or if needed).

\*\* Add a table for the courses of each track (if any)

### 3. Course Specifications:

Insert hyperlink for all course specifications using NCAAA template (T-104)

1. Professional skills
2. English language I
3. Principals of Mathematics
4. Ocular Anatomy & Physiology
5. primary eye care and ethics
6. Marketing and Communication in the Optical Field
7. Ophthalmic lenses
8. Optical and Applied Physics
9. English language II
10. Islamic Culture I
11. Geometrical Optics
12. Ophthalmic Lens Surfacing
13. Ophthalmic Dispensing I
14. Contact Lenses I
15. Introduction to artificial intelligence
16. Clinical Methods I
17. Computer Skills
18. Ophthalmic Dispensing II
19. Contact Lenses II
20. Medical Report
21. Biostatistics
22. Clinical Methods II
23. Management of Optical Centers
24. Ophthalmic Dispensing III
25. Internship





#### 4. Program learning Outcomes Mapping Matrix:

Align the program learning outcomes with program courses' according to the following desired performance levels (*I = Introduced & P = Practiced & M = Mastered*).

Course code & No.	Program Learning Outcomes									
	Knowledge and understanding				Skills				Values, Autonomy, and Responsibility	
	K1	K2	K3	---	S1	S2	S3	S4	V1	V2
AP1510										
AP1301										
APOP1101	I							I	I	I
APOP1102		I				I			I	
APOP1103	I			I		I		I	I	I
APOP1104	I	I		I	I		I		I	I
APOP1105										
APOP1106	I	I	I		I	I				I
AP1302										
AP1310										
APOP2101										
APOP2102	P			P	P		P			P
APOP2103	I		I	I	I		I		I	I
APOP1204			I	I	I		I		I	
AP1201										
APOP3101		I		I	I		I		I	
APOP3102	I			I				P	P	P
APOP3103	P			P	P	P	P		P	P
APOP3104			P	P	P				P	
APOP4101	P		P			P	P		P	P
APOP4102	P							P	P	P
APOP2203		P		P	P				P	
APOP4104	P							P	P	
APOP4105	M			M	M		M		M	M
APOP4901	M			M	M	M	M		M	M

\* Add a separate table for each track (if any).

#### 5. Teaching and learning strategies applied to achieve program learning outcomes.

Describe teaching and learning strategies and curricular and extra-curricular activities adopted to achieve the Program's learning outcomes in all areas.

Using the following teaching and learning strategies:

Lectures, Solved problems, Group discussions, active learning, self – Learning, Hands on work, Lab activities, Brainstorming, Presentations, Research activities, Lab activities, Class activities.



## 6. Assessment Methods for program learning outcomes.

Describe assessment methods (Direct and Indirect) that can be used to measure the achievement of program learning outcomes in all areas.

The Program should devise a plan for assessing Program Learning Outcomes (all learning outcomes should be assessed at least twice in the bachelor program's cycle and once in other degrees).

- Annual program reports
- Program Advisory Committee's recommendation
- Faculty self-reports in course reports
- Student Course evaluation
- Evaluation of questionnaires that measure opinions of stakeholders (employers - Students – teaching staff- ...) on the program quality.
- Written exams
- Practical exams
- Reports and evaluation of research activities
- Internship evaluation report
- Displaying the curriculum from time to time to update the evaluation to keep up with modern education and learning processes.

## D. Student Admission and Support:

### 1. Student Admission Requirements

1. The applicant should be a Saudi citizen or born to a Saudi mother (non-Saudis may apply for scholarship programs).
  2. The applicant must be holding secondary school certificate (or an equivalent) from the Saudi Kingdom or abroad.
  3. The secondary school certificate or its equivalent must be a recent one (not exceeding 5 years).
  4. The student must pass the required admission tests (General Aptitude Test [GAT] and the Summative Assessment), organized by the National Center for Assessment.
- The applicant must have not been dismissed from the UQU University or any other university for disciplinary reasons

### 2. Guidance and Orientation Programs for New Students

(Include only the exceptional needs offered to the students of the Program that differ from those provided at the institutional level).

In the beginning of each academic year the deanship of student affairs in Umm Al-Qura University establishes an orientation program for all new university students according to specialization. This program explained their rights and duties during the study period. After that, the Applied College organizes a program for new students, including students of the optician diploma program, and then the students tour the laboratories and classrooms of the college.





### 3. Student Counseling Services

(Academic, professional, psychological, and social)

(Include only the exceptional needs offered to the students of the Program that differ from those provided at the institutional level).

- (1) Academic advisor is assigned for students to provide guidance and assistance regarding their program planning
- (2) All academic staff members will specify "office hours" for meeting students every semester
- (3) Applied college Course Coordinator (also Applied college Executive Vice President) is responsible for guiding and assisting all students regarding their program planning, solving their academic problems and providing academic / non-academic counselling.

### 4. Special Support

(Low achievers, disabled, gifted, and talented students).

This program does not accept students with special needs

## E. Faculty and Administrative Staff:

### 1. Needed Teaching and Administrative Staff

Academic Rank	Specialty		Special Requirements / Skills (if any)	Required Numbers		
	General	Specific		M	F	T
Professor	Anatomy	Anatomy		1	1	2
Associate Professor	Physical Chemistry	Optical Glasses		1	1	2
Assistant Professor	Physics	Optics		1	1	2
Lecturer	Mathematics and statistics	Mathematics and statistics		1	1	2
Teaching Assistant	Ophthalmologist	Ophthalmologist		1	1	2
Technicians and Laboratory Assistants	optician	optician		1	1	2
Administrative and Supportive Staff	Physics	physics		1	1	2
Others (specify)						





## F. Learning Resources, Facilities, and Equipment:

### 1. Learning Resources

Learning resources required by the Program (textbooks, references, e-learning resources, web-based resources, etc.)

(1) Every academic year the University main library "King Abdullah Library" contact every single Faculty (College) within the university regarding recommending textbooks and other references for both undergraduates and postgraduates' programs offered by every single department.

(2) All major research / reviews journals are free to access their full text through the services of King Abdullah Library via Saudi Digital Library.

### 2. Facilities and Equipment

(Library, laboratories, classrooms, etc.)

(a) Classrooms within the building of the Applied College are fully equipped with audio/visual equipment's for teaching purposes

(b) Laboratories within the Applied College are fully equipped with instruments.

Academic staff member can report any damages / shortcomings of the classroom's facilities to the Applied College Executive Vice President so the necessary maintenance can take place. Likewise, academic staff member and laboratory technician report to the department chair any shortcoming of the instruments so the department chair can request maintenance or replacement via the Applied College Executive Vice President.

### 3. Procedures to ensure a healthy and safe learning environment

(According to the nature of the Program)

A set of occupational health and safety rules have been developed as follows:

1 - Wear the appropriate clothing to work in workshops.

2- Wear protective glasses during work

3- The Laboratories and classrooms are designed in a suitable ventilation manner.

## G. Program Quality Assurance:

### 1. Program Quality Assurance System

Provide a link to the quality assurance manual.

<https://uqu.edu.sa/quality/123733>

### 2. Procedures to Monitor Quality of Courses Taught by other Departments

N.A

### 3. Procedures Used to Ensure the Consistency between Main Campus and Branches (including male and female sections).

N.A





#### 4. Assessment Plan for Program Learning Outcomes (PLOs),

##### a) Assessment Plan

- Student course evaluations completed for all courses each semester.
- Using the students' results as an indicator to assess the PLOs
- Displaying the curriculum from time to time to update the evaluation to keep up with modern education and learning processes
- Faculty self-reports in course reports
- Questionnaires are assigned for students to express their opinion on the department faculty members
- Evaluation of questionnaires and stand at the level of teaching staff skills
- Take the opinion of the employer about the graduate proficiency after 6 month of recruitment
- Take the opinion of the alumni and graduate about the quality of learning experience in the program

##### b) Mechanisms of Using its Results in the Development Processes

- Collect and analyze Assessment Data
- Interpret, use and report Assessment Results.
- Develop Program Learning Outcomes or any program components if needed

#### 5. Program Evaluation Matrix

Evaluation Areas/Aspects	Evaluation Sources/References	Evaluation Methods	Evaluation Time
Leadership	Students-Teaching and administrative staff	E- Surveys	At the end of academic year
effectiveness of teaching & assessment	Students –Peer reviewers	- E- Surveys, -Random grading report. Test completion report for test Standards	At the end of every semesters
learning resources	Students	- E- Surveys	At the end of academic year
The quality of learning experience in the program	graduates, alumni	- E- Surveys - Interviews	At the end of academic year
The program graduates proficiency	Employers	E- Surveys, visits	At the end of academic year

**Evaluation Areas/Aspects:** e.g., leadership, effectiveness of teaching & assessment, learning resources, services, partnerships, etc.

**Evaluation Sources:** students, graduates, alumni, faculty, program leaders, administrative staff, employers, independent reviewers, etc.

**Evaluation Methods:** e.g., Surveys, interviews, visits, etc.

**Evaluation Time:** e.g., beginning of semesters, end of the academic year, etc.



## 6. Program KPIs\*

The period to achieve the target (4 ) year(s).

No.	KPIs Code	KPIs	Targeted Level	Measurement Methods	Measurement Time
1	KPI-P-02	Students' Evaluation of quality of learning experience in the program	4	E- Surveys	At the end of academic year
2	KPI-P-08	Average number of students in the class	4	From College data base	At the end of every semesters
3	KPI-P-09	Employers' evaluation of the program graduates proficiency	4	E-Surveys, visits	At the end of academic year
4	KPI-P-10	Students' satisfaction with the offered services	4	E- Surveys	At the end of every semesters
5	KPI-P-11	Ratio of students to teaching staff	15	From college data base	At the end of academic year
6	KPI-P-17	Satisfaction of beneficiaries with the learning resources	4	E- Surveys	At the end of every semesters

\* including KPIs required by NCAAA

## H. Specification Approval Data:

Council / Committee	Umm Al-Qura University Council
Reference No.	851141114462/190386
Date	1446/11/22

