Program Catalogue Preparation

STEP BY STEP GUIDELINES FOR PROGRAM CATALOGUE
PREPARATION IN TK20

Contents

I. Introduction

In the purpose of generating an USEK Catalogue including all the programs offered yearly at the University and the corresponding courses, all Program Frameworks and courses descriptions should be introduced into the institutional assessment software Tk20.

The first and second part of the Program Framework (Program Credentials and Admission Requirements) will be entered by the Quality Assurance and Institutional Effectiveness office. A part of this data is extracted from Banner SIS, and the other part will be provided by the academic unit.
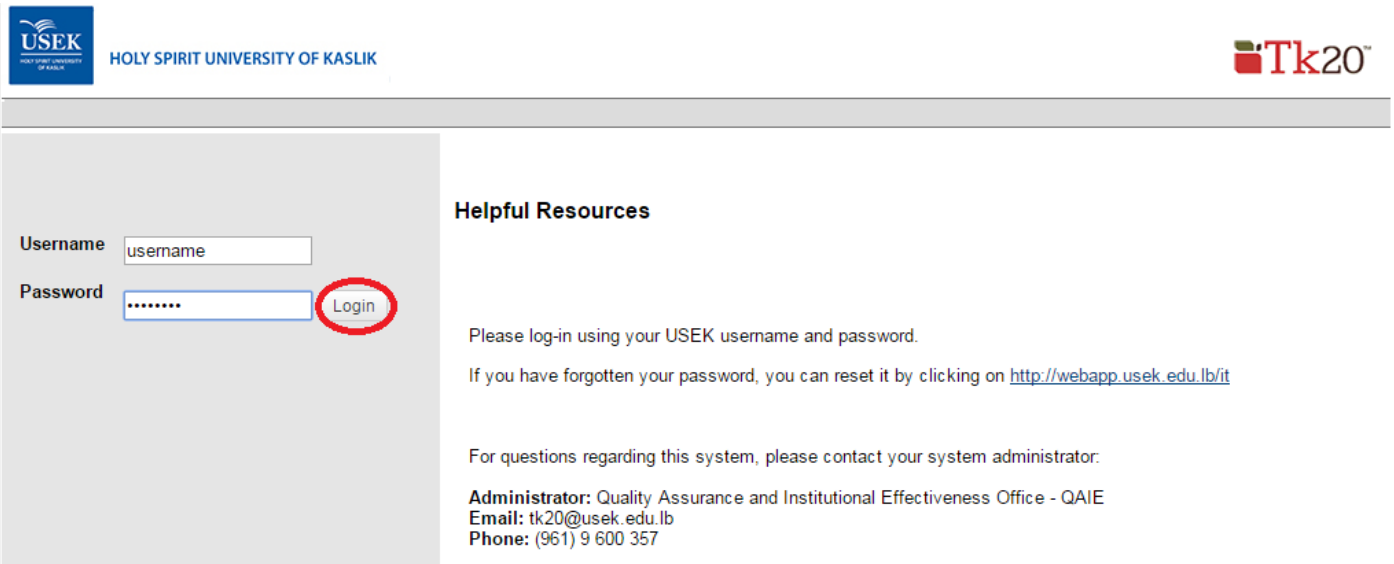
This document will teach you how to introduce the remaining parts of the program framework and the courses descriptions into Tk20.

II. Log in to TK20

1. Access TK20 link through the University Intranet MyUSEK: myusek.usek.edu.lb
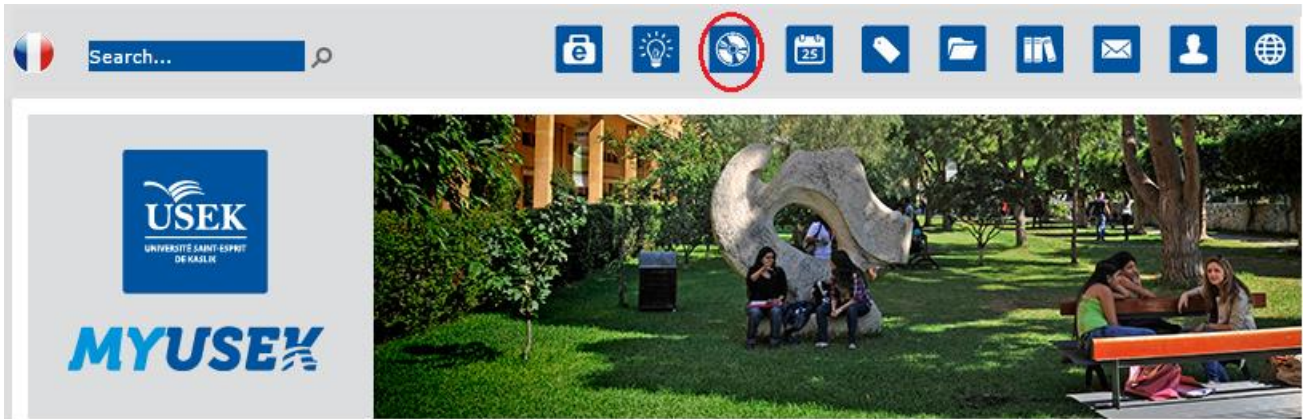
2. Use your USEK ID and password to log in to Tk20. This login and password is *exactly* the same as the login and password that you use for MyUSEK, Moodle, E-portfolio, etc. If you have issues with your USEK ID, you can click on the link

3. Select the role you are currently logged in as. For this guide purpose, you might select the role of "Head of Department", "Academic Secretary" or "Head of Academic Unit"

III. Define your program's mission, objectives and outcomes

A. Entering mission, vision and documents related to the academic program

1. Go to the Planning tab and click on "Mission" in the side menu, then click "Edit Mission".
2. Check that the Organization showing is the academic program to which you wish to add the Mission.
3. Enter the Mission Statement of your academic program in English and in French knowing that the mission is a written declaration of the program core purpose and focus that normally remains unchanged over time.

Edit Mission Statement

Organization: FS / CSC / LIC-INFA-FS - BS in Computer Science

1 - Holy Spirit University of Kaslik (USEK) > Academic Units > FS - Faculty of Sciences > FS / CSC - Computer Science > FS / CSC / LIC-INFA-FS - BS in Computer Science
Mission

Rich Text Formatting

English: The mission of the computer science program is to graduate undergraduate and graduate students that excel in the field of computing, networking, databases design, creation and management.
Graduate students (BS and MS) excel in the field of computing, networking, databases design, creation and management.
This is fulfilled through comprehensive educational programs and research and development.

French: La mission du programme d'Informatique est de diplômer des étudiants du premier cycle et des cycles supérieurs qui excellent dans le domaine de l'informatique, les réseaux, la conception, la création et la gestion des bases de données.

4. If available, enter the Vision Statement of your academic program in English and French knowing that the vision is an aspirational description of what the program would like to achieve or accomplish in the mid-term or long-term future. It is intended to serve as a clear guide for choosing current and future goals.

1 - Holy Spirit University of Kaslik (USEK) > Academic Units > FS - Faculty of Sciences > FS / CSC - Computer Science > FS / CSC / LIC-INFA-FS - BS in Computer Science Vision

Rich Text Formatting

5. Finally to add documents related to your academic program, click on "add new" in the "Supporting documents" part. These documents consist of, but not limited to, the program decree signed by the Ministry of Education and Higher Education, the minutes of meetings held by the department to improve the program.

USEK HOLY SPIRIT UNIVERSITY OF KASLIK

Home | Document Room | Planning

Strategic Planning «
Dashboard
Mission
  Mission
  Edit Mission
Strategic Directions/Goals
Action Planning
Results and Analysis

Add Mission Document(s)

Mission Statement Documents

Please click Browse to add a document.

Document	Description
Select File	This is the decree of the unit signed by the Ministry of Education and Higher Education
Drag and drop file here	

Add More

Save   Cancel

6. Click on save

B. Entering the Educational Objectives of the academic program

1. Go to the Planning tab and click on "Outcomes/Goals" in the side menu, then click Edit/Create.
2. Check that the Organization showing is the academic program to which you wish to add the Outcomes/Goals.
3. Select "Program Education Objective" in the View By
4. Click on "Add Program Educational Objective"

Outcomes/Goals

Organization: FS / CSC / LIC-INFA-FS - BS in Computer Science

1 - Holy Spirit University of Kaslik (USEK) > Academic Units > FS - Faculty of Sciences > FS / CSC - Computer Science > FS / CSC / LIC-INFA-FS - BS in Computer Science

View By: Program Educational Objective

[Add Program Educational Objective] [Add Label] [Delete Selected] [Disable Selected]   🔍View Disabled Program Educational Objective

Program Educational Objective	Type
☐ #1. Graduates will work successfully as a member of software professional's team to address real work problems as well as demonstrating strong communication skills. Computer scientists should be prepared to work in a broad range of positions involving tasks from theoretical work to software development.	Program Educational Objective
☐ #2. Graduates will provide full solution for software problem from system design to solution development. They will be committed for long-life learning.	Program Educational Objective
☐ #3. Graduates will have the ability to function and communicate effectively as ethically and socially responsible computer science professionals.	Program Educational Objective

5. Add the "Program Educational Objective" as per the below figure and click on "Save and Add another" until you add all the PEOs. (Note: use the "Description" field to enter the French description)

Add New Program Educational Objective

Organization: FS / CSC / LIC-INFA-FS - BS in Computer Science

Program Educational Objective Definition

Program Educational Objective*	#1. Graduates will work successfully as a member of software professional's team to address real wo
Description	Rich Text Formatting
	#1.Les diplômés travailleront de manière professionnelle en tant que membres de l'équipe informatique pour discuter des problèmes du travail ainsi que pour démontrer les fortes compétences de communication. Ils sont préparés à travailler dans des conditions impliquant un large éventail de tâches théoriques allant jusqu'au développement de logiciels.
Type	Program Educational Objective ▼
Results	⦿ Results are derived from its own measures.
	○ Results are derived from data collected for other outcomes/objectives/goals.

Advanced >

[Save] [Save and Add Another] Cancel

6. Once you add all the PEOs, click on save.

C. Entering the Program Outcomes of your program

1. Go to the Planning tab and click on "Outcomes/Goals" in the side menu, then click Edit/Create.
2. Check that the Organization showing is the academic program to which you wish to add the Outcomes/Goals.
3. Select "Program Outcome" in the View By
4. Click on "Add Program Outcome"

5. Add the "Program Outcome" as per the below figure and click on "Save and Add another" until you add all the POs. (Note: use the "Description" field to enter the French description)

6. Once you add all the POs, click on save.

D. Mapping the program educational objectives to the program outcomes

1. Go to the Planning tab and click on "Outcomes/Goals" in the side menu, then click Outcome Mapping.
2. Select "Program Educational Objective" in View by of the first side and "Program outcome" in the View By of the second side
3. For each of the program educational objectives, map the relevant program outcomes
4. Click on save

E. Entering the Performance Indicators related to the Program Outcomes

1. Go to the Planning tab and click on "Outcomes/Goals" in the side menu, then click Edit/Create.
2. Check that the Organization showing is the academic program to which you wish to add the Outcomes/Goals.
3. Select "Performance Indicator" in the View By
4. Click on "Add Performance Indicator"

5. Add the "Performance Indicator" as per the below figure and click on "Save and Add another" until you add all the PIs. (Note: use the "Description" field to enter the French description)

Add New Performance Indicator

Organization: FS / CSC / LIC-INFA-FS - BS in Computer Science

Performance Indicator Definition	
Performance Indicator*	a.1. Students will correctly apply and use mathematics and computing concepts (such as basic integr
Description	*Rich Text Formatting*
	a.1.Les élèves appliquent et utilisent correctement les concepts mathématiques et informatiques (t els que les intégrales de base, équations différentielles, les mesures statistiques, concepts des orientés objets, concepts des bases de données) applicables au problème.
Type	Performance Indicator ▼
Results	◉ Results are derived from its own measures. ◯ Results are derived from data collected for other outcomes/objectives/goals.

Advanced >

Save   Save and Add Another   Cancel

6. Once you add all the PIs, click on save.

F. Mapping the Program Outcomes to the Performance Indicators

1. Go to the Planning tab and click on "Outcomes/Goals" in the side menu, then click Outcome Mapping.
2. Select "Program Educational Objective" in View by of the first side and "Program outcome" in the View By of the second side
3. For each of the program educational objectives, map the relevant program outcomes
4. Click on save

Select an organization from the dropdown below:

Organization:
FS / CSC / LIC-INFA-FS - BS in Computer Science

View By: Program Outcome ▼

FS / CSC / LIC-INFA-FS - BS in Computer Science

Program Outcome	Category
◉ a. An ability to apply knowledge of computing and mathematics appropriate to the discipline.	
◯ b. An ability to analyse a problem, and identify and define the computing requirements appropriate to its solution.	
◯ c. An ability to design, implements, and evaluate a computer-based systm, component, or program to meet desired needs.	
◯ d. An ability to function effectively on teams to accomplish a common goal.	
◯ e. An understanding of professional, ethical, legal, security and social issues	

Unit Outcomes/Goals   Course Outcomes/Goals

Select an organization from the dropdown below:

Organization:
FS / CSC / LIC-INFA-FS - BS in Computer Science

View By: Performance Indicator ▼

FS / CSC / LIC-INFA-FS - BS in Computer Science

Performance Indicator	Category
☑ a.1. Students will correctly apply and use mathematics and computing concepts (such as basic integrals, differential equations, statistical measures, object oriented concepts, databases concepts) applicable to the problem.	
☑ a.2. Students will apply appropriate knowledge to correctly solve the problem	
☐ b.1. Students will identify the relevant concepts, issues, and information needed to define a design problem.	

IV. Define your program's curriculum

A. Creating Curriculum Maps for your program

1. Go to the Planning tab and click on "Curriculum Maps" in the side menu, then click Edit/Create Maps
2. Click on "add new"

Edit or Create Curriculum Maps

	Curriculum Map	Description
☐	General education map	
☐	LIC-INFA-FS	Computer Science
☐	LIC-PUB	Licence en Publicité

3. Enter basic information for the curricular map, make it active, and then click on "select organizations"

| ① Step 1 Enter Basic Information | ② Step 2 Select Outcomes | ③ Step 3 Map Courses to Outcomes |

Step 1. Enter Basic Information

Next >> Save Cancel

Curriculum Map Details

Title*	LIC-INFA-FS 2015-2016
Description	BS in Computer Science
Is this map active?	⦿ Yes ○ No
Organizations	☑ select

4. Select the corresponding program from the organizational hierarchy

- ☐ FS / BCH / MS-BCH-FS - Master of Science in Biochemistry (Fr.)
- ☐ FS / BCH / LIC-BCH-FS - Bachelor of Sciences in Biochemistry (Fr.)
- ☐ FS / BCH / LIC-BCHA-FS - Bachelor of Sciences in Biochemistry (Eng.)
- ☐ FS / BCH / MS-BCHA-FS - Master of Science in Biochemistry (Eng.)
- ☐ FS / BCH / LIC-CHM-FS - Bachelor of Sciences in Chemistry
- ☐ FS / BCH / MS-CHM-FS - Master of Science in Chemistry
- ☐ FS / BCH / MS-NSBT-FS - MS in Neuroscience and Biotechnology
- ☐ FS / LES - Life and Earth Sciences
    - ☐ FS / LES / LIC-SVT-FS - Bachelor of Sciences in Life and Earth Science
    - ☐ FS / LES / MS-SVT-FS - Master of Sciences in Life and Earth Sciences
- ☐ FS / CSC - Computer Science
    - ☑ FS / CSC / LIC-INFA-FS - BS in Computer Science
    - ☐ FS / CSC / LIC-INTA-FS - BS in Information Technology
    - ☐ FS / CSC / MS-INFA-FS - MS in Computer Science
    - ☐ FS / CSC / MS-INTA-FS - MS in Information Technology
- ☐ FS / MAT - Mathematics
    - ☐ FS / MAT / LIC-MAF-FS - Bachelor of Science in Actuarial and Financial Mathematics
    - ☐ FS / MAT / MS-MAF-FS - Master of Science in Actuarial and Financial Mathematics
    - ☐ FS / MAT / MS-MAT-FS - Master of Science in Mathematics

5. Click on "Select Organization" at the bottom of the page

B. Selecting courses in your Curriculum Map

1. In the specify courses box, enter the course codes relative to this program separated by commas (<u>Note</u>: you can always add additional courses in the edit mode, if needed).
2. Click on "Display Courses"
3. Select all courses

4. Click on "Next"

C. Selecting Program Outcomes in your Curriculum Map

1. In the select outcomes section, choose the type "Program Outcome" and click on "Search"

Create New Curriculum Map

| ① Step 1
Enter Basic Information | ② Step 2
Select Outcomes | ③ Step 3
Map Courses to Outcomes |

Step 2. Select Outcomes

< Back   Save   Cancel

Select Outcomes

Organization
Select the organization(s) for which the associated outcomes should be included in the curriculum map.

FS / CSC / LIC-INFA-FS - BS in Computer Science ▼

Type

Program Outcome ▼

Keyword
Search for outcomes by entering a word or phrase contained in desired outcome(s).

Search

Additional Information

Collect Feedback from faculty on specified outcomes ?   ○ Yes ◉ No

< Back   Save   Cancel

2. Select all outcomes

Search Results:

Select the outcomes you wish to map to your
courses and click "Next". You may remove unwanted outcomes in Step 3.

☑	Program Outcome/Program Educational Objective/Goal/Performance Indicator	Type	Category	Organization/Program
☑	📄 a. An ability to apply knowledge of computing and mathematics appropriate to the discipline.	Program Outcome		FS / CSC / LIC-INFA-FS - BS in Computer Science
☑	📄 b. An ability to analyse a problem, and identify and define the computing requirements appropriate to its solution.	Program Outcome		FS / CSC / LIC-INFA-FS - BS in Computer Science
☑	📄 c. An ability to design, implements, and evaluate a computer-based systm, component, or program to meet desired needs.	Program Outcome		FS / CSC / LIC-INFA-FS - BS in Computer Science
☑	📄 d. An ability to function effectively on teams to accomplish a common goal.	Program Outcome		FS / CSC / LIC-INFA-FS - BS in Computer Science
☑	📄 e. An understanding of professional, ethical, legal, security and social issues and responsibilities.	Program Outcome		FS / CSC / LIC-INFA-FS - BS in Computer Science
☑	📄 f. An ability to communicate effectively with a range of audiences.	Program Outcome		FS / CSC / LIC-INFA-FS - BS in Computer Science
☑	📄 g. An ability to analyse the local and global impact of computing on individuals, organizations, and society.	Program Outcome		FS / CSC / LIC-INFA-FS - BS in Computer Science
☑	📄 h. Recognition of the need for and an ability to engage in continuing professional development.	Program Outcome		FS / CSC / LIC-INFA-FS - BS in Computer Science
☑	📄 i. An ability to use current techniques, skills, and tools necessary for computing practice.	Program Outcome		FS / CSC / LIC-INFA-FS - BS in Computer Science
☑	📄 j. An ability to apply mathematical foundations, algorithmic principles, and computer science theory in the modelling and design of computer based systems in a way that demonstrates comprehension of the trade	Program Outcome		FS / CSC / LIC-INFA-FS - BS in Computer

3. Click on"Next"

D. Mapping courses to Program Outcomes

1. In the course – program outcome matrix, define the relation between every course and outcome
2. Select the level of the mapping from the values: Introduce, Reinforce, Emphasize and – (if the course and PO are not related)
3. Select the category of the course from the values: GR – General Requirements, CC - Common Core, SC – Specialization Course and - (if the course and PO are not related)
4. Define if the course is "Elective", "Mandatory" or "Capstone" in the Group field in addition to the year and term according to the typical study plan.

5. When you finish defining the mapping between all courses and all program outcomes, click on "Save"

E. Adding General Education categories to your Curriculum Map

1. Go to the Planning tab and click on "Curriculum Maps" in the side menu, then click Edit/Create Maps
2. Select your curriculum map

3. Click on "Add more courses"

4. Select "General Education Categories" and click on "Display Courses"

5. Select the codes from the appearing list according to your program needs and taking into corresponding the following map:

Category Code	Category Name
GEENG3	General Education – English Communication (3 credits)
GESRO3	General Education – Religious Sciences (3 credits)
GEHIS3	General Education – History of Lebanon (3 credits)
GEQUR3	General Education – Quantitative Reasoning (3 credits)
GEQUR6	General Education – Quantitative Reasoning (6 credits)
GEQUR9	General Education – Quantitative Reasoning (9 credits)
GECVE2	General Education – Civic Engagement (2 credits)
GESPT1	General Education – Sports (1 credit)
GEARH3	General Education – Arts & Humanities (3 credits)
GEARH6	General Education – Arts & Humanities (6 credits)
GEBSS3	General Education – Behavioral and Social Sciences (3 credits)
GEBSS6	General Education – Behavioral and Social Sciences (6 credits)
GESCH3	General Education – Sciences & Health (3 credits)
GESCH6	General Education – Sciences & Health (6 credits)
GESCH9	General Education – Sciences & Health (9 credits)

Search Results

Select the courses that you wish to include in your curriculum map.

☐	Course Number	Term
☐	GEARH3	General Education Categories
☑	GEARH6	General Education Categories
☐	GEBSS3	General Education Categories
☑	GEBSS6	General Education Categories
☑	GECVE2	General Education Categories
☑	GEENG3	General Education Categories
☑	GEHIS3	General Education Categories
☐	GEQUR3	General Education Categories
☐	GEQUR6	General Education Categories
☐	GEQUR9	General Education Categories
☐	GESCH3	General Education Categories
☑	GESCH6	General Education Categories
☐	GESCH9	General Education Categories
☑	GESPT1	General Education Categories
☑	GESRO3	General Education Categories

Add   Cancel

6. Click on "Add"
7. Select the category "General Education" for these courses
8. Click on "Save"

V.   Print your program framework

1. Go to the Planning tab and click on "Reports" in the side menu
2. Select the "Program Framework" report

3. Choose the program from the drop-down menu and click on "Display Report"

4. You can print the report in the desired format from your browser

5. This report should be signed and submitted to the programs commission

VI.   Add courses description

1. Go to the Course Registration tab
2. Write the course code in the "Course Number" Field, select the term "University Catalogue 2015-2016" and click on "search"
3. Click on "Catalogue1516" in the search results

Search for Course Sections

Search for Course Sections	
Subject	Any ▼
Earliest Start Time	All Times ▼
Latest Start Time	All Times ▼
Meeting Day(s)	Any / Friday / Monday / Saturday
Course Number	CSC211
Section Number	
Section ID	
Instructor	
Location	Any ▼
Term	University Catalogue 2015-2016 (08/28/2015 - 08/26/2016) ▼
Organization	Any ▼

Search

Search Results	
Course No	**Section Number**
CSC211	Catalogue1516

4. Fill in the fields "Course Title (EN)", "Course Title (Fr)", "Course Description (EN)", "Course Description (Fr)"

Course Information (based on catalogue)

Course Title (EN)	Discrete Methods
Course Title (FR)	Méthodes Discrètes
Course Description (En)	Rich Text Formatting

This course introduces the discrete methods used in computer science and applied mathematics. The topics that will be covered are regular languages, regular expressions, finite Automata and Non-regular languages. It also discusses the basic elements in number theory and introduces the graph theory. It introduces induction proof and recurrence relations..

Course Description (Fr)   Rich Text Formatting

5. Click "Save"
6. **Click "Save" for the second time**

VII.   Print your Catalogue

1. Go to the Planning tab and click on "Reports" in the side menu
2. Select the "Course Catalogue" report

Reports

Move to Folder: ▼

	Name	Description
☐	Course Catalogue	This report is used to view information on programs in addition to the description of courses offered by program, department or unit.
☐	Program Framework	This report is generated to view the Program Framework information entered into Tk20.

3. Choose the program from the drop-down menu and click on "Display Report"

Select Variable Values:

Organization	FS / CSC / LIC-INFA-FS - BS in Computer Science ▼

[Display Report]   Cancel

4. You can print the report in the desired format from your browser

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HOLY SPIRIT UNIVERSITY OF KASLIK

Course Catalogue

Program Name :	**BS in Computer Science**
Mission statement :	**English:** The mission of the department of computer science is to graduate undergraduate and graduate students that excel in the field of computing, networking, databases design, creation and management. Graduate students (BS and MS) excel in the field of computing, networking, databases design, creation and management. This is fulfilled through comprehensive educational programs and research and development. **French:** La mission du département d'Informatique est de diplômer des étudiants du premier cycle et des cycles supérieurs qui excellent dans le domaine de l'informatique, les réseaux, la conception, la création et la gestion des bases de données.
Admission Requirements	
Language placement test and Specific entrance exam related to the program	French and Admission Test
Degree Requirements	
General Requirement :	21
Common Core :	22
Specialization Credits :	47
Elective Courses :	6
Total Nb. Of credits :	96