



Course Specification

(Bachelor)

Course Title: University Skills

Course Code: ١٠١ CI

Program: Bachelor

Department: Self-development Skills Department

College: First Year Common

Institution: King Saud University

Version : ١٤٤٦ H

Last Revision Date: ١٨ /٨/ ٢٠٢٤





Table of Contents

A. General information about the course:	٣
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	٤
C. Course Content	٥
D. Students Assessment Activities	٦
E. Learning Resources and Facilities	٦
F. Assessment of Course Quality	٦
G. Specification Approval	٧





A. General information about the course:

١. Course Identification

١. Credit hours:

٣ Hours

٢. Course type

A.	<input checked="" type="checkbox"/> University Required	<input type="checkbox"/> College	<input type="checkbox"/> Department	<input type="checkbox"/> Track	<input type="checkbox"/> Others
B.	<input checked="" type="checkbox"/> Required		<input type="checkbox"/> Elective		

٣. Level/year at which this course is offered:

First Year

٤. Course general Description:

This course focuses on the training of students on university skills, such as learning skills and the skills that fall under it benefit the student in his university and practical life, research skills and the necessary academic and cognitive skills, thinking skills and various skills, and communication skills necessary to strengthen the social aspect As well as personal skills that help him to understand and evaluate himself, all benefit the student not only in his university life, but in his future career as well.

٥. Pre-requirements for this course (if any):

Not found

٦. Co-requisites for this course (if any):

Not found

٧. Course Main Objective(s):

This course aims to develop the academic, self and communication skills of the first year common students at King Saud University and apply them in their university and practical life.

٨. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
١	Traditional classroom	٤٥ Hour	١٠٠٪
٢	E-learning	-	-
٣	Hybrid <ul style="list-style-type: none"> • Traditional classroom • E-learning 	-	-





No	Mode of Instruction	Contact Hours	Percentage
٤	Distance learning	-	-

٣. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
١.	Lectures	٤٥
٢.	Laboratory/Studio	-
٣.	Field	-
٤.	Tutorial	-
٥.	Others (specify)	-
Total		٤٥

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
١,٠	Knowledge and understanding			
١,١	knows the techniques of writing scientific research and complies with its ethics.		Discussion and dialogue - role playing	Research assignment
١,٢	Determines effective study skills in his university life.		Brainstorming - peer learning	Mid-test
١,٣	Explains what is meant by critical thinking skills and creative thinking skills.		Representational viewing - problem solving	The final test
٢,٠	Skills			
٢,١	employs information processing skills in his university life.		Peer learning - discussion and dialogue	Mind map
٢,٢	applies communication skills in his university life.		Educational games - role-playing and acting scenes	participation
٢,٣	Proficient in presentation and public speaking skills.		Practical demonstrations - micro-teaching	Presentation





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
٢,٤	Proficient in the skills of accessing information from multiple sources.		Discussion and dialogue - guided discovery-	participation
٢,٥	possesses self-discovery and marketing skills.		Problem-centered learning	participation
٢,٦	He applies volunteer work in his community.		Guided discovery- role playing	Volunteer work
٣,٠	Values, autonomy, and responsibility			
٣,١	Mastery: completing the assigned work with the required accuracy.		Discovery learning - modeling	Mind map- Research assignment
٣,٢	Discipline: The student must adhere to the work rules in the course.		Cooperative learning - peer learning - discussion and dialogue	Participations - Presentation
٣,٣	Working in a team spirit: The student cooperates with his colleagues in completing group activities.		Cooperative learning - peer learning - educational games	Participations – Presentation- Volunteer work

C. Course Content

No	List of Topics	Contact Hours
١	Introduction to the course	٣
٢	Information Processing and Effective Study Skills	٣
٣	Learning Tools Box	٦
٤	Communication Skills in the University Environment, And Volunteer Work	٣
٥	Presentation and Speaking Skills with the Public	٣
٦	Introduction to scientific research skills	٣
٧	Search for Information from its Resources	٣
٨	The Techniques of Writing Scientific Research and Ethics	٣
٩	Scientific Research writing Elements	٣
١٠	The Future Planning skills	٣
١١	Variety your Thinking (The Six Thinking Hats)	٣
١٢	Develop your thinking (Critical and Creative Thinking Skills)	٣
١٣	Self-discovery Skills and its Marketing	٣





Total

٤٥

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
١	Participation	١-١٢	١٥٪
٢	Mind Map Design	٥	١٠٪
٣	Presentation	٧-٨	١٠٪
٤	Volunteer Work or Research Assignment	٦-٩	٪٥
٥	Med-term Exam	٨	٢٠٪
٦	Final Exam	١٧	٤٠٪

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.).

E. Learning Resources and Facilities

١. References and Learning Resources

Essential References	Aljuraiwi, A, Altartouri. M & Alaskar, E. (٢٠٢٥). University Skills. (٨ th Edition) . ١٤٤٦.H -٢٠٢٥. King Saud University Publishing.
Supportive References	References at University Skills book: (٨ th Edition) . ١٤٤٦.H - ٢٠٢٥. King Saud University Publishing.
Electronic Materials	Electronic portfolio of university skills. (LMS).
٢,٦Other Learning Materials	-

٢. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms- presentation rooms
Technology equipment (projector, smart board, software)	Data Show, Smart Board

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students - Study Plans and Course Evaluation Committee in the department	- Indirect evaluation (a questionnaire to determine stakeholders' opinions





Assessment Areas/Issues	Assessor	Assessment Methods
		about the course and the effectiveness of the teaching method). - Directly: periodic review of the course by the Study Plans Committee in light of the test results.
Effectiveness of Students assessment	Faculty members - Examinations Committee.	<ul style="list-style-type: none"> • Directly (tests/semester work) • Indirect (questionnaires)
Quality of learning resources	Students - faculty members	<ul style="list-style-type: none"> • Directly (quarterly work) • Indirect (questionnaires)
The extent to which CLOs have been achieved	Course Professor - Quality Committee - Program Leadership	<ul style="list-style-type: none"> • Directly (tests/semester work) • Indirect (a questionnaire to find out stakeholders' opinions about the course and the effectiveness of the teaching method)
Other	-	-

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	Self-Development Skills DEPARTMENT
REFERENCE NO.	Session (٢)
DATE	٣ Sep. ٢٠٢٤

