



# Course Specification

## (Bachelor)

**Course Title:** University Skills

**Course Code:** 101 CI

**Program:** Bachelor

**Department:** Self-development Skills Department

**College:** First Year Common

**Institution:** King Saud University

**Version :** 1447 H

**Last Revision Date:** 21 /8/ 2025

## Table of Contents

|   |   |
|---|---|
| <b>A. General information about the course:</b>                                       | 3 |
| <b>B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods</b> | 4 |
| <b>C. Course Content</b>  | 5 |
| <b>D. Students Assessment Activities</b>  | 6 |
| <b>E. Learning Resources and Facilities</b>   | 6 |
| <b>F. Assessment of Course Quality</b>  | 7 |
| <b>G. Specification Approval</b>  | 7 |





## A. General information about the course:



### 1. Credit hours:

**3 Hours**

### 2. Course type

- A. ☒ University Required ☐ College ☐ Department ☐ Track ☐ Others
- B. ☒ Required ☐ Elective

### 3. Level/year at which this course is offered:

**First Year**

### 4. 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.

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

Not found

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

Not found

### 7. 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.



| No | Mode of Instruction  | Contact Hours | Percentage |
|----|--|---------------|------------|
| 1  | Traditional classroom  | 45 Hour       | 100%       |
| 2  | E-learning   | -             | -          |
| 3  | Hybrid <ul style="list-style-type: none"> <li>Traditional classroom</li> <li>E-learning</li> </ul> | -             | -          |
| 4  | Distance learning  | -             | -          |





| No    | Activity          | Contact Hours |
|-------|-------------------|---------------|
| 1.    | Lectures          | 45            |
| 2.    | Laboratory/Studio | -             |
| 3.    | Field             | -             |
| 4.    | Tutorial          | -             |
| 5.    | Others (specify)  | -             |
| Total |                   | 45            |

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

| Code | Course Learning Outcomes  | Code of CLOs aligned with program | Teaching Strategies                                | Assessment Methods  |
|------|---|-----------------------------------|--|---------------------|
| 1.0  | Knowledge and understanding   |                                   |  |                     |
| 1.1  | knows the techniques of writing scientific research and complies with its ethics. |                                   | Discussion and dialogue - role playing             | Research assignment |
| 1.2  | applies effective study skills in his university life.                            |                                   | Brainstorming - peer learning                      | Mid-term exam       |
| 1.3  | Explains what is meant by critical thinking skills and creative thinking skills.  |                                   | Representational viewing - problem solving         | final exam          |
| 1.4  | knows the benefits of artificial intelligence and its ethical.                    |                                   | Discussion and dialogue - Problem solving          | final exam          |
| 2.0  | Skills  |                                   |  |                     |
| 2.1  | applies information processing skills in his university life.                     |                                   | Peer learning - discussion and dialogue            | Mind map            |
| 2.2  | applies communication skills in his university life.                              |                                   | Educational games - role-playing and acting scenes | participation       |
| 2.3  | Proficient in presentation and  |                                   | Practical demonstrations -                         | Presentation        |



| Code       | Course Learning Outcomes   | Code of CLOs aligned with program | Teaching Strategies  | Assessment Methods                               |
|------------|--|-----------------------------------|--|--|
|            | public speaking skills.  |                                   | micro-teaching   |  |
| 2.4        | Proficient in the skills of accessing information from multiple sources.                             |                                   | Discussion and dialogue - guided discovery-                    | participation                                    |
| 2.5        | possesses self-discovery and marketing skills.   |                                   | Problem-centered learning                                      | participation                                    |
| 2.6        | He applies volunteer work in his community.  |                                   | Guided discovery-<br>role playing                              | Volunteer work                                   |
| 2.7        | applies future planning skills in his university life.   |                                   | discussion and dialogue  | participation                                    |
| <b>3.0</b> | <b>Values, autonomy, and responsibility</b>  |                                   |  |  |
| 3.1        | Mastery: completing the assigned work with the required accuracy.                                    |                                   | Discovery learning - modeling                                  | Mind map-<br>Research assignment                 |
| 3.2        | Discipline: The student must adhere to the work rules in the course.                                 |                                   | Cooperative learning - peer learning - discussion and dialogue | Participations - Presentation                    |
| 3.3        | Working in a team spirit: The student cooperates with his colleagues in completing group activities. |                                   | Cooperative learning - peer learning - educational games       | Participations – Presentation-<br>Volunteer work |

### C. Course Content

| No | List of Topics   | Contact Hours |
|----|--|---------------|
| 1  | Introduction to the course   | 3             |
| 2  | Information Processing and Effective Study Skills                      | 3             |
| 3  | Learning Tools Box   | 6             |
| 4  | Communication Skills in the University Environment, And Volunteer Work | 3             |
| 5  | Presentation and Speaking Skills with the Public                       | 3             |
| 6  | Introduction to scientific research skills                             | 3             |
| 7  | Search for Information from its Resources                              | 3             |
| 8  | The Techniques of Writing Scientific Research and Ethics               | 3             |
| 9  | Scientific Research writing Elements                                   | 3             |
| 10 | The Future Planning skills   | 3             |



|       |   |    |
|-------|---|----|
| 11    | Variety your Thinking (The Six Thinking Hats)                 | 3  |
| 12    | Develop your thinking (Critical and Creative Thinking Skills) | 3  |
| 13    | Self-discovery Skills and its Marketing                       | 3  |
| Total |   | 45 |

#### D. Students Assessment Activities

| No | Assessment Activities *               | Assessment timing (in week no) | Percentage of Total Assessment Score |
|----|---------------------------------------|--------------------------------|--------------------------------------|
| 1  | Participation                         | 1-12                           | 15%                                  |
| 2  | Mind Map Design                       | 5                              | 10%                                  |
| 3  | Presentation                          | 7-8                            | 10%                                  |
| 4  | Volunteer Work or Research Assignment | 6-9                            | %5                                   |
| 5  | Med-term Exam                         | 8                              | 20%                                  |
| 6  | Final Exam                            | 17                             | 40%                                  |

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

#### E. Learning Resources and Facilities



|                             |  |
|-----------------------------|--|
| Essential References        | Aljurawi, A, Altartouri. M & Alaskar, E. (2026). University Skills. (9 <sup>th</sup> Edition) . 1447.H -2026. King Saud University Publishing. |
| Supportive References       | References at University Skills book: (8 <sup>th</sup> Edition) . 1446.H -2025. King Saud University Publishing.                               |
| Electronic Materials        | Electronic portfolio of university skills. (LMS).  |
| 2.6Other Learning Materials | -  |



| Items   | Resources                      |
|---|--------------------------------|
| <b>facilities</b><br>(Classrooms, laboratories, exhibition rooms, simulation rooms, etc.) | Classrooms- presentation rooms |
| <b>Technology equipment</b><br>(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 | <ul style="list-style-type: none"> <li>- Indirect evaluation (a questionnaire to determine stakeholders' opinions about the course and the effectiveness of the teaching method).</li> <li>- Directly: periodic review of the course by the Study Plans Committee in light of the test results.</li> </ul> |
| Effectiveness of Students assessment        | Faculty members - Examinations Committee.                                | <ul style="list-style-type: none"> <li>• Directly (tests/semester work)</li> <li>• Indirect (questionnaires)</li> </ul>  |
| Quality of learning resources               | Students - faculty members   | <ul style="list-style-type: none"> <li>• Directly (quarterly work)</li> <li>• Indirect (questionnaires)</li> </ul>   |
| The extent to which CLOs have been achieved | Course Professor - Quality Committee - Program Leadership                | <ul style="list-style-type: none"> <li>• Directly (tests/semester work)</li> <li>• Indirect (a questionnaire to find out stakeholders' opinions about the course and the effectiveness of the teaching method)</li> </ul>  |
| Other                                       | -  | -  |

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

👤👤👤👤 (Direct, Indirect)

## G. Specification Approval

|                    |                                    |
|--------------------|------------------------------------|
| COUNCIL /COMMITTEE | Self-Development Skills DEPARTMENT |
| REFERENCE NO.      | Session (----)                     |
| DATE               | ---/----/2025                      |