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:	1448 H
Last Revision Date:	27 /8/ 2025

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A. General information about the course:

1. Course Identification

1. Credit hours: (3)					
3 Hours					
2. Course type					
A.	☒ University Required	☐ College	☐ Department	☐ Track	☐ Others
B.	☒ Required		☐ Elective		
3. Level/year at which this course is offered:					
Common First Year					
4. Course general Description:					
The course aims to develop thinking skills, mental flexibility, scientific research, digital literacy, learning skills, personal effectiveness, communication skills, and community leadership among first-year students at King Saud University, enabling them to respond effectively to the demands of the changing labor market and apply these skills in diverse academic, professional, and community contexts.					
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):					
The course aims to develop thinking skills, mental flexibility, scientific research and digital knowledge, learning skills, personal effectiveness, communication skills, and community leadership among first-year students at King Saud University, and to apply these skills in their university and professional lives.					

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45 Hour	100%
2	E-learning	-	-
3	Hybrid • Traditional classroom • E-learning	-	-
4	Distance learning	-	-

3. Contact Hours (based on the academic semester)

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	clarify the logical fallacies inherent in texts and argumentative debates.	• Not Applicable The course is not linked to any specific program, as it is a (university requirement) shared across all university programs and not tied to a particular program.	Interactive lecture, brainstorming	Midterm Exam [20%]
1.2	define the criteria for rigorous academic writing according to the IMRAD framework.		Integrated lecture, guided reading	Midterm Exam [20%]
1.3	explaining the principles of a growth mindset and mental resilience in dealing with stress.		Discussion and dialogue, studying inspiring models	Final Exam [40%]
1.4	outlining the dimensions of active citizenship and the individual's responsibilities towards serving society		Interactive lecture, project-based learning	Final Exam [40%]
2.0	**Skills**			
2.1	Analyzes complex problems and systems in academic and professional environments to identify their causal relationships.	• Not Applicable	Problem-Based Learning (PBL)	Assignment (1): Problem Analysis [5%]
2.2	Applies design thinking methodology to develop prototypes for solutions to societal problems.		Practical Workshops, Case Studies	Classroom Participation and Interaction [10%]
2.3	Designs a comprehensive research proposal according to		Inquiry-Based Learning,	Assignment (2): Research

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	scientific documentation standards.		Laboratory Applications	Proposal [10%]
2.4	Creates communication messages and presentations that are flexibly tailored to the needs of the target audience.		Simulation and Role-Playing, Presentations	Classroom Participation and Interaction [10%]
3.0	**Values, autonomy, and responsibility**			
3.1	Adheres to the principles of academic integrity and intellectual property rights in all research practices.	• Not Applicable	Ethical discussion, peer learning, and plagiarism detection	Assignment (2): Research Proposal (Integrity Check)
3.2	Develops a personal and professional development plan based on the SMART goals model.		Self-directed learning, self-reflection exercises	Assignment (3): Sustained Personal Effectiveness [5%]
3.3	Practices empathy and emotional management strategies to build healthy professional relationships within work teams.		Peer learning, role-playing	Classroom Participation and Interaction [10%]
3.4	Proactively participates in volunteer work that contributes to addressing societal challenges.		Field service learning, teamwork	Assignment (4): Volunteer Work [10%]

C. Course Content

No	List of Topics	Contact Hours
1	Introductory Session	3
2	Critical Thinking and Problem Analysis	3
3	Systems Thinking and Foresight	3
4	Design Thinking and Innovative Solutions	3
5	Fundamentals of Scientific Research and Academic Writing	3
6	Information Retrieval in the Digital Environment	3
7	Research Ethics in the Digital Age	3
8	Professional Management and Personal Effectiveness	3
9	Psychological Resilience and Mental Resilience	3

10	Self-Leadership and Impact Creation	3
11	Effective Communication and Building Personal Influence	3
12	Emotional and Social Intelligence and Relationship Building	3
13	Active Citizenship and Social Innovation	3
14	Reviw	3
15	Academic Enhancement Week	3
Total		**45**

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1	Classroom Participation and Interaction	(13)	10%
2	Assignment (1): Problem Analysis	(5-4)	5%
3	Assignment (2): Research Proposal	(8-5)	10%
4	Assignment (3): Sustainable Personal Effectiveness	(9-7)	5%
5	Assignment (4): Volunteer Work	(12-1)	10%
6	Midterm Exam (First three sessions of the course)	(8)	%20
7	Final Exam (last nine sessions of the course	(16)	40%

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

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Self-Development Department, Deanship of Common First Year. (2026). University Skills. King Saud University Publishing.
Supportive References	references found in the book University Skills (First Edition) 1448 - 2026.
Electronic Materials	Electronic portfolio of university skills. (LMS).
2.6Other Learning Materials	-

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms- presentation rooms

Items	Resources
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 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.	• Directly (tests/semester work) • Indirect (questionnaires)
Quality of learning resources	Students - faculty members	• Directly (quarterly work) • Indirect (questionnaires)
The extent to which CLOs have been achieved	Course Professor - Quality Committee - Program Leadership	• Directly (tests/semester work) • Indirect (a questionnaire to find out stakeholders' opinions about the course and the effectiveness of the teaching method)
Other	-	-

Assessor (Students, Faculty, Program Leaders, Peer Reviewers, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	Self-Development Skills DEPARTMENT
REFERENCE NO.	**2**
DATE	**15 / 9 /2026**