### Course Description

This Course Develops University Skills (Academics Skills, Communication Skills, and Self-Skills) for Students of First Year Common at King Saud University, and Practice Theses Skills in their University life.

### Course objectives

#### The Overall Objective:

This Course aims to develop the Academic Skills, Communication Skills, and Self-Skills for Students of First Year Common at King Saud University, and practice theses Skills in their work and university life.

#### Specific Objectives:

The students are expected when they finished studying this course to:

1. Understanding Skills of Processing Information and Placing these Skills on the Learning Process through Remembering.
2. Placing the Effective Study Skills in his University Life.

---

### وصف المقرر: 

إنمى هذا المقرر المهارات الجامعية (الأكاديمية وال التواصلية، والذاتية) لدى طلبة السنة الأولى المشتركة في جامعة الملك سعود، وتطبيقهم تلك المهارات في حياتهم الجامعية والعملية.

### الأهداف من المقرر: 

يتوقع من الطلاب المشاركين في هذا المقرر أن يكونوا قادرين على:

1. استيعاب مهارة معالجة المعلومات، وتوزيعها في العملية التعليمية من خلال التذكر.
2. توظيف مهارات الاستدراك الفعال في حياتهم الجامعية.
### Education Outcomes: (understanding, knowledge and practical and the mental process)

<table>
<thead>
<tr>
<th>After studying this course, the student is supposed to be able to:</th>
<th>يفترض بالطالب بعد دراسته لهذه المقرر أن يكون قادرًا على أن:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placing the Skills of Information Processing in his learning.</td>
<td>يوظف مهارة معالجة المعلومات في عملية التعلم.</td>
</tr>
<tr>
<td>Placing the Skills of Effective Study in his University life.</td>
<td>يوظف مهارات الاستدامة والفعل في حياته الجامعية.</td>
</tr>
<tr>
<td>Practice Learning Tools in his University life.</td>
<td>يطبق أدوات التعلم في حياته الجامعية.</td>
</tr>
<tr>
<td>Practice the Skills of Communication in his University life.</td>
<td>يطبق مهارات التواصل في حياته الجامعية.</td>
</tr>
<tr>
<td>Use the tools of scientific research in the preparing studies and researches.</td>
<td>يستخدم أدوات البحث العلمي في إعداد الدراسات والبحوث.</td>
</tr>
<tr>
<td>Mastered the skills of getting information from various sources.</td>
<td>يتنقل مهارات الوصول إلى المعلومات من مصادرها المختلفة.</td>
</tr>
</tbody>
</table>

**Mandatory Outcomes:**

1. **Using the Skills of Learning Tools in his University life**
2. **Optimal application of Communication Skills in the University Environment.**
3. **Designing the Research Tools and differentiating between them.**
4. **Placing the Search fields for Information to prepare the Academic Research.**
5. **Understanding the Research Writing Techniques and following its Ethics.**
6. **Practicing the Skills of Scientific Research in the University Studies, according to the Elements of writing Research.**
7. **Optimal application of Communication Skills in the University Environment.**
8. **Placing the Skills of Planning Future on his University Life.**
9. **The Student possesses the ability to variety his Thinking in one position.**
10. **Comparison of Critical Thinking Skills and Creative Thinking Skills.**
11. **The Student possesses the Skills of Self-discovery and marketing it.**

**Expected Outcomes:**

1. **Applying the Skills of effective study in the University.**
2. **Developing the Skills of effective communication in his University life.**
3. **Using the tools of scientific research in the preparing studies and researches.**
4. **Designing the Research Tools and differentiating between them.**
5. **Placing the Search fields for Information to prepare the Academic Research.**
6. **Understanding the Research Writing Techniques and following its Ethics.**
7. **Practicing the Skills of Scientific Research in the University Studies, according to the Elements of writing Research.**
8. **Optimal application of Communication Skills in the University Environment.**
9. **Placing the Skills of Planning Future on his University Life.**
10. **The Student possesses the ability to variety his Thinking in one position.**
11. **Comparison of Critical Thinking Skills and Creative Thinking Skills.**
12. **The Student possesses the Skills of Self-discovery and marketing it.**

**Expected Education Outcomes:**

- **Understanding:**
  - Using the Skills of Learning Tools in his University life.
  - Optimal application of Communication Skills in the University Environment.
  - Designing the Research Tools and differentiating between them.
  - Placing the Search fields for Information to prepare the Academic Research.
  - Understanding the Research Writing Techniques and following its Ethics.
  - Practicing the Skills of Scientific Research in the University Studies, according to the Elements of writing Research.
  - Optimal application of Communication Skills in the University Environment.
  - Placing the Skills of Planning Future on his University Life.
  - The Student possesses the ability to variety his Thinking in one position.
  - Comparison of Critical Thinking Skills and Creative Thinking Skills.
  - The Student possesses the Skills of Self-discovery and marketing it.

- **Knowledge and Practical and the mental process:**
  - Using the Skills of Learning Tools in his University life.
  - Optimal application of Communication Skills in the University Environment.
  - Designing the Research Tools and differentiating between them.
  - Placing the Search fields for Information to prepare the Academic Research.
  - Understanding the Research Writing Techniques and following its Ethics.
  - Practicing the Skills of Scientific Research in the University Studies, according to the Elements of writing Research.
  - Optimal application of Communication Skills in the University Environment.
  - Placing the Skills of Planning Future on his University Life.
  - The Student possesses the ability to variety his Thinking in one position.
  - Comparison of Critical Thinking Skills and Creative Thinking Skills.
  - The Student possesses the Skills of Self-discovery and marketing it.
Practice the Elements of Scientific Research writing in his University study.

Mastered the Skills of Presentation and Speaking with the Public.

Practice The Skills of Future Planning in his University life.

Possess the ability to Variety his thinking.

Possess the ability to Develop his thinking.

Distinguish between critical thinking skills and creative thinking skills.

Discovery his Self- and Marketing it.

Text Book & References: كتاب المقرر والمراجع المساندة:

<table>
<thead>
<tr>
<th>Text Book: الكتب المقررة</th>
<th>المراجع المساندة</th>
</tr>
</thead>
<tbody>
<tr>
<td>المهام الجامعية</td>
<td>المكتبة الجامعية</td>
</tr>
<tr>
<td>الألفية للنشر</td>
<td>الجامعة الملك سعود</td>
</tr>
<tr>
<td>محمد الترتوري</td>
<td>رواج المعرفة والواقع التربوي العربي العاصر</td>
</tr>
<tr>
<td>سكيف ترسم خريطة العقل</td>
<td>رجاء محمود أبو علام</td>
</tr>
<tr>
<td>توني بوزان</td>
<td>علی جابر</td>
</tr>
<tr>
<td>دار الناشر للجامعات</td>
<td>دار الوضاح - مكتبة دجلة</td>
</tr>
<tr>
<td>محمد أبو علام</td>
<td>عبد الرحمن الختنان وآخرون</td>
</tr>
<tr>
<td>دراسة العقلية ومعالجة المعلومات</td>
<td>جامعة الملك سعود</td>
</tr>
<tr>
<td>Mohamed Abdulaziz Aljubri and Others</td>
<td></td>
</tr>
<tr>
<td>References</td>
<td>References: المراجع المساندة</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>وناتور بوزان</td>
<td>SECRET SOCIAL PHOBIA</td>
</tr>
<tr>
<td>Sociological Psychology</td>
<td>Journal of Psychology</td>
</tr>
<tr>
<td>Allisson, S.</td>
<td>Kogan Page Limited</td>
</tr>
<tr>
<td>Connelly, J &amp; Forsyth, P.</td>
<td>The Study Skills Guide: Essential Strategies for Smart Students</td>
</tr>
<tr>
<td>Power Learning: Strategies for Success in College and Life</td>
<td>University of Chester</td>
</tr>
<tr>
<td>Davies, S.</td>
<td>Johari’s Window</td>
</tr>
<tr>
<td>Robert, S.</td>
<td>Power Learning: Strategies for Success in College and Life</td>
</tr>
<tr>
<td>McGraw Hill</td>
<td></td>
</tr>
</tbody>
</table>