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Kingdom of Saudi Arabia  
National Commission for  
Academic Accreditation & Assessment



المملكة العربية السعودية  
الهيئة الوطنية للتقويم  
والاعتماد الأكاديمي

ATTACHMENT 5.

**Kingdom of Saudi Arabia**  
**The National Commission for Academic Accreditation &**  
**Assessment**

**T6. Course Specifications**  
**(CS)**



## Course Specifications

Institution University of Hail	Date 23/3/2015 Report 1436 / 1437 2015/2016
College/Department Preparatory Year	

### A. Course Identification and General Information

1. Course title and code: Self Development Skills PLSK 001	
2. Credit hours (2)	
3. Program(s) in which the course is offered. Other colleges have been provided with the course file as per their request.	
4. Name of faculty member responsible for the course Dr. Atallah Al Qataan	
5. Level/year at which this course is offered Preparatory Year first semester 2015/2016	
6. Pre-requisites for this course (if any) None	
7. Co-requisites for this course (if any) None	
8. Location if not on main campus Baqaa Road campus, Prep. Year college - Building 6 ( Male ) / Ajacampus( Female)	
99. Mode of Instruction (mark all that apply)	
a. Traditional classroom <input type="checkbox"/>	What percentage? <input type="text" value="30 %"/>
b. Blended (traditional and online) <input checked="" type="checkbox"/>	What percentage? <input type="text" value="-----"/>
c. c e-learning <input checked="" type="checkbox"/>	What percentage? <input type="text" value="—"/>
d. Correspondence <input checked="" type="checkbox"/>	What percentage? <input type="text" value="—"/>
e. Other <input type="checkbox"/>	What percentage? <input type="text" value="70 %"/>
<b>Comments:</b> We have developed the teaching process and the transition to collective training workshops and training through training workshops.	

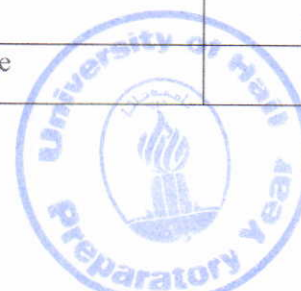
## B Objectives

<p>1. What is the main purpose for this course? <b>Study Skills Program Aims</b> <b>After completion of the present course, students should be able to:</b></p> <p>Narrow the gap between the secondary stage (phase) and the university one, Choose the suitable university course according to the student's ability , Manage himself and his ability in a way success and leading</p>
<p>2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)</p> <ol style="list-style-type: none"> <li>1- <i>Publishing the course material on the university website to promote self-learning.</i></li> <li>2- Making use of educational videos and making them available on the university website as well as the learning sources centre.</li> <li>3- Making use of the websites specialized in self-development skills.</li> <li>4- Editing and developing course material so as to meet technical and scientific advancement.</li> <li>5- <i>Modernizing and developing course material on the light of students' and instructors' views and suggestions.</i> <input type="checkbox"/></li> <li>6- Exchanging experiences among faculty members and with Universities from all over the world.</li> <li>7- Convert the material to the decisions of training packages and edit content of 15%</li> </ol>

C. Course Description (Note: General description in the form used in Bulletin or handbook)

Course Description:
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1. Topics to be Covered		
List of Topics	No. of Weeks	Contact hours
The development of self-management	2	6
Effective communication and body language	1	3



Social communication and intelligence communicative skills	2	6
Talk shows skills	2	6
CV writing and pass a personal interview	1	3
Time management and meetings	1	3
Problem-solving and decision-making	1	3
Mnemonics and test management	2	6
Positive thinking and motivation skills	1	3
Writing research and quotation and documentation	2	6
Total	15	45

2. Course components (total contact hours and credits per semester):

	Lecture	Tutorial	Laboratory or Studio	Practical	Other:	Total
Contact Hours	45	None	None	None	None	45 Hours
Credit	2	None	None	None	None	2 hours

3. Additional private study/learning hours expected for students per week.

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4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

On the table below are the five NQF Learning Domains, numbered in the left column.

**First**, insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes,

