



# Course Specifications

<b>Course Title:</b>	Study Skills
<b>Course Code:</b>	ENG 118
<b>Program:</b>	Bachelor of Arts in English
<b>Department:</b>	English
<b>College:</b>	Faculty of Languages and Translation
<b>Institution:</b>	King Khalid University

## Table of Contents

<b>A. Course Identification</b> .....	<b>3</b>
6. Mode of Instruction (mark all that apply) .....	3
<b>B. Course Objectives and Learning Outcomes</b> .....	<b>4</b>
1. Course Description .....	4
2. Course Main Objective .....	4
3. Course Learning Outcomes .....	4
<b>C. Course Content</b> .....	<b>5</b>
<b>D. Teaching and Assessment</b> .....	<b>5</b>
1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods.....	5
2. Assessment Tasks for Students .....	8
<b>E. Student Academic Counseling and Support</b> .....	<b>8</b>
<b>F. Learning Resources and Facilities</b> .....	<b>8</b>
1. Learning Resources .....	8
2. Facilities Required .....	9
<b>G. Course Quality Evaluation</b> .....	<b>9</b>
<b>H. Specification Approval Data</b> .....	<b>9</b>

## A. Course Identification

<b>1. Credit hours:</b> 2
<b>2. Course type</b>
a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
<b>3. Level/year at which this course is offered:</b> Level 2/Year 1
<b>4. Pre-requisites for this course (if any):</b> N/A
<b>5. Co-requisites for this course (if any):</b> N/A

### 6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	30	100%
2	Blended		
3	E-learning		
4	Correspondence		
5	Other		

### 7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
<b>Contact Hours</b>		
1	Lecture	30
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	<b>Total</b>	30
<b>Other Learning Hours*</b>		
1	Study	
2	Assignments	4
3	Library	
4	Projects/Research Essays/Theses	
5	Others (specify) E-Learning	4
	<b>Total</b>	30

\* The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times

## B. Course Objectives and Learning Outcomes

### 1. Course Description

The course prepares a student to become a better student and helps with managing time and organizing work, taking effective notes, teaches skills on taking tests, prioritizing assignments, getting the most from teachers, lectures, technology, and quickly handling problems, as well as many different methods and skills to improve success at university level academic endeavors.

### 2. Course Main Objective

*A good deal of evidence is present to show positive correlation between improvement of students' study skills and achievement. This course offers an accessible manual to the learner for improvement of his/her study skills and determines strategies, if learned and practiced in classroom, home study space and exam taking sessions, that could result into gradual academic achievement of the student. The course also focuses on time-management, study space, note taking and other relevant strategies to improve study skills.*

*# To develop a plan for self-improvement; to analyze a learning situation and select several strategies for learning new information or concepts; to analyze and develop strategies for memory development; and to formulate strategies for processing information from classroom lectures.*

*# To recognize the value of a strong vocabulary in ESL and EFL; and to develop the effective word-building skills (for instance, by efficient use of a dictionary).*

*# To encourage the student to evolve into a "life-long learner" who has the ability to self-evaluate, reflect and review; and to plan for long-term and short-term life goals with an eye to a successful career.*

*# To recognize signs of stress and to determine a plan of action for stress reduction.*

*# To help students plan and realize effective strategies while dealing with overwhelming assignments or upcoming exams.*

### 3. Course Learning Outcomes

CLOs		Aligned PLOs
<b>1</b>	<b>Knowledge:</b>	
1.1	Discuss characteristics of successful students and vice versa.	K1
1.2	Identify and discuss the importance of effective study space and time management in students' life.	K1
1.3	Explain the processes involved in reading and taking notes for academic tasks.	K1
1.4	Describe strategies that can help students prepare well for exams.	K1
<b>2</b>	<b>Skills :</b>	
2.1	Apply time management strategies to help students make good use of time put aside for study.	S1
2.2	Apply skills to gain the maximum benefits when reading to improve academic achievement.	S1
2.3	Effectively take notes from lectures and written materials.	S1
2.4	Develop and apply revision and exam-taking techniques.	S1
2.5	Utilize technology to support their academic studies.	S1
2.6	Develop and apply effective strategies to overcome challenges and enhance academic success.	S2
<b>3</b>	<b>Competence:</b>	

CLOs		Aligned PLOs
3.1	Organize their independent study in ways that make the best use of student's time.	C2
3.2	Show an ability to solve problems	C3
3.3	Develop strategies for various kinds of exams, such as multiple choice and essay-based exams.	C2
3.4	Build confidence in utilizing different learning tools to enhance achievement.	C2
3.5	Communicate effectively and professionally with others.	C3
3.6	Prioritizes time effectively to meet to targets in self-development.	C2

### C. Course Content

No	List of Topics	Contact Hours
1	1. Getting Organized	04
2	2. Reading	06
3	3. Taking Notes	04
4	4. Taking Tests	04
5	5. Using Technology	04
...	6. Getting Extra Help	04
	7. Supplementary materials on the above-mentioned skills	04
<b>Total</b>		30

### D. Teaching and Assessment

#### 1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge</b>		
1.1	Discuss characteristics of successful students and vice versa.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
1.2	Identify and discuss the importance of effective study space and time management in students' life.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
1.3	Explain the processes involved in reading and taking notes for academic tasks	Visualization Cooperative learning Inquiry-based instruction	Class participation Quizzes and assignments Class presentations

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
		Technology in the classroom Standard lectures	Two midterm exams and final exam
1.4	Describe strategies that can help students prepare well for exams.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
<b>2.0</b>	<b>Skills</b>		
2.1	Apply time management strategies to help students make good use of time put aside for study.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
2.2	Apply skills to gain the maximum benefits when reading to improve academic achievement.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
2.3	Effectively take notes from lectures and written materials.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
2.4	Develop and apply revision and exam-taking techniques.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
2.5	Utilize technology to support their academic studies.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
2.6	Develop and apply effective strategies to overcome challenges and enhance academic success.	Visualization Cooperative learning	Class participation Quizzes and assignments

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
		Inquiry-based instruction Technology in the classroom Standard lectures	Class presentations Two midterm exams and final exam
<b>3.0</b>	<b>Competence</b>		
3.1	Organize their independent study in ways that make the best use of student's time.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
3.2	Show an ability to solve problems	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
3.3	Develop strategies for various kinds of exams, such as multiple choice and essay-based exams.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
3.4	Build confidence in utilizing different learning tools to enhance achievement.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
3.5	Communicate effectively and professionally with others.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam
3.6	Prioritizes time effectively to meet to targets in self-development.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom Standard lectures	Class participation Quizzes and assignments Class presentations Two midterm exams and final exam

## 2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Homework/Quizzes, Participation in Group Discussion	Varies	10
2	Mid-Term Exam # 1	Week 7	20
3	Mid-Term Exam # 2	Week 13	20
4	Final Exam	Week 16	50

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

## E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

Teachers are available for 10 hours weekly in their offices for individual students' consultation and academic advice.

## F. Learning Resources and Facilities

### 1. Learning Resources

Required Textbooks	<i>Shelley O'Hara. (2005). Improving Your Study Skills: Wiley Publishing, Inc.</i>
Essential References Materials	<i>Cottrell, S. (1999). The study skills handbook (Second edition). Palgrave Macmillan Mill, E. and Potgieter, D. (2001). Effective study. University of South Africa. Northedge, A. (1990). The good study guide. The Open University</i>
Electronic Materials	The worksheets of the <i>Virginia Polytechnic Institute and State University</i> downloadable from <a href="http://www.ucc.vt.edu/stdysk/stdyhlp.html">http://www.ucc.vt.edu/stdysk/stdyhlp.html</a>  The worksheets of the <i>Middle Tennessee State University</i> downloadable from <a href="http://www.mtsu.edu/studskl/index.html">http://www.mtsu.edu/studskl/index.html</a>  <b>Blackboard</b>
Other Learning Materials	N/A



## 2. Facilities Required

Item	Resources
<b>Accommodation</b> (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom with 30 students and whiteboard and projector
<b>Technology Resources</b> (AV, data show, Smart Board, software, etc.)	
<b>Other Resources</b> (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	

## G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
# <i>Workshops by internal and external experts</i>	Instructors of the course	

**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

**Evaluators** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)

## H. Specification Approval Data

<b>Council / Committee</b>	Department of English Council
<b>Reference No.</b>	20138
<b>Date</b>	24/2/1441 G

Prepared by: Course Coordinator

Reviewed and Approved by: Quality Committee