



Course Specifications

Course Title:	Academic Skills
Course Code:	LING 224
Program:	Applied Linguistics
Department:	Applied Linguistics
College:	College of Languages
Institution:	Princess Nourah bint Abdulrahman University

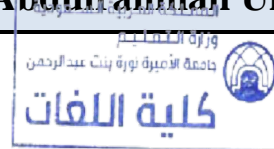


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A. Course Identification

1. Credit hours: 4
2. Course type 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"/>
3. Level/year at which this course is offered: Level 5
4. Pre-requisites for this course (if any): None
5. Co-requisites for this course (if any): none

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	40	100%
2	Blended	-	-
3	E-learning	-	-
4	Distance learning	-	-
5	Other	-	-

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	40
2	Laboratory/Studio	-
3	Tutorial	-
4	Others (specify)	-
	Total	40

B. Course Objectives and Learning Outcomes

1. Course Description

This course offers students offers college-level critical thinking, speed-reading, academic writing, vocabulary development and test taking techniques.

2. Course Main Objective

This course will equip the students with the following skills:

- 1.1.1. Critical thinking and reading.
- 1.1.2. Academic Writing.
- 1.1.3. Communication and presentation.
- 1.1.4. Test-answering techniques.



3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Define key concepts in academic writing.	K1
1.2	Recognize test types and answering techniques.	K2
2	Skills :	
2.1	Develop appropriate academic communicative spoken and/or written skills in various situations in English.	S1
2.2	Demonstrate different types of academic writing skills while employing correct referencing techniques.	S2
3	Values:	
3.1	Demonstrate good decision making and time management skills.	V3
3.2	Demonstrate their ability effectively to work in a team and respond positively to supervisor's guidance and criticism.	V4

C. Course Content

No	List of Topics	Contact Hours
1	Chapter 1: Education and learning	4
2	Chapter 2: innovations in health and medicine	4
3	Chapter 3: Urban planning	4
4	Chapter 4: Water, food, and energy	4
5	Chapter 5: Free trade and energy	4
6	Chapters 6: Conserving the past	4
7	Chapter 7: Wonders of the modern world	4
8	Chapter 8: Olympic business	4
9	Chapter 9: Trends	4
10	Chapter 10: Communication and technology	4
Total		40

D. Teaching and Assessment

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

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding		
1.1	Define key concepts in academic writing.	Lectures, discussions, and brainstorming.	Participation assessment. Assignment assessment. Projects assessments.
1.2	Recognize test types and answering techniques.	Assignments.	Participation assessment. Assignment assessment.



Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
			Projects assessments. Answering exams
2.0	Skills		
2.1	Develop appropriate academic communicative spoken and/or written skills in various situations in English.	Class activities.	Participation assessment.
2.3	Demonstrate different types of academic writing skills while employing correct referencing techniques.	Projects.	Projects assessments.
3.0	Values		
3.1	Demonstrate good decision making and time management skills.	Class discussion. Timed activities in class. Projects with deadlines. Timed tests. Timed presentations.	Participation assessment. Project assessment. Exam assessments. Presentation assessments.
3.2	Demonstrate their ability effectively to work in a team and respond positively to supervisor's guidance and criticism.	Group work on assignments, class discussions, and projects.	Participation assessment. Project assessment. Exam assessments. Presentation assessments.

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Participation	Weekly	10
2	Midterm 1	6	30
3	Assignments	Weekly	10
4	project	10	10
5	Final Exam		40

*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 :

- Each instructor will have office hours available for the students.
- Also, each instructor will provide the students with the course specification document at the beginning of the course which will include other means of contact, like e-mail, social media account, and website.
- For academic guidance, students may consult their assigned academic advisors.



F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Academic Skills: Reading, Writing and Study Skills. Oxford: Oxford UP, 2011. Print. Reading, Writing, and Study Skills. Level 3. Vol. 1. Oxford, United Kingdom: Oxford UP, 2007. Print.
Essential References Materials	None
Electronic Materials	https://student.unsw.edu.au/skills
Other Learning Materials	None

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms.
Technology Resources (AV, data show, Smart Board, software, etc.)	None
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	None

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
<ul style="list-style-type: none"> Students' general standard in the course based on their test scores. Assignments completed by the students in accordance with expected standards. Tracking the students' progress and grades. Using anonymous students' feedback throughout semester. Students' evaluation of the course via questionnaires. 	Students	Direct/indirect

Evaluation Areas/Issues	Evaluators	Evaluation Methods
<ul style="list-style-type: none"> ● Regular meetings to be held by the course co-ordinator. ● Examining the course/teacher evaluations at the quality assurance unit at the end of each semester. ● Examining the students' grades by the department. ● Evaluation of a sample exam by the department. 	Program/Department Instructor	Direct
<ul style="list-style-type: none"> ● Workshops and training sessions to be held by the course coordinator. ● Instructors are encouraged to attend/participate in professional conferences as well as to research and publish. 	Program/Department Instructor	Direct
<ul style="list-style-type: none"> ● A certain strategy of marking and distribution of marks can be agreed on among the teaching staff members teaching the same course(s). ● Second marking can also be an effective strategy for verifying standards student achievement and marking policy. ● Internal course periodic review occurs in accordance with NCAAA. The course review includes course reporting, student surveys, and the 	Faculty- peer reviewers- NCAAA-	Direct



Evaluation Areas/Issues	Evaluators	Evaluation Methods
annual program review itself conducted under the supervision of the quality assurance unit.		

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

Council / Committee	Applied Linguistics Program Committee (1) Applied Linguistics Department Council (4) College Council (4)
Reference No.	Applied Linguistics Program Committee (1) Applied Linguistics Department Council (4) College Council (4)
Date	Applied Linguistics Program Committee (1) 9-2-1444 Applied Linguistics Department Council (4) 7-3-1444 College Council (4) 22-3-1444

