



King Fahd University of Petroleum & Minerals

College of Applied and Supporting Studies

PYP-Life Skills

Prep Science and Engineering

PYP-003: Preparatory Life Skills (0-2-1) (Arabic)

Course Syllabus

Course Coordinator Prep- Life Skills

Dr. Amin R. Ghaleb

Room# 57-413

Email: arghaleb@kfupm.edu.sa

Course Description

This course covers skills needed in student's life such as goal setting, time management, communication, analytical thinking, decision-making, and problem solving. The student is expected to put these skills in practice, utilizing service-learning methodology in order to enrich academic learning outcomes while teaching civic responsibility, and strengthen local communities. This course aims to develop leadership skills, career-related skills, and sense of caring for others.

Course Objectives:

1. Help students to make the transition to university life smooth and successful
2. Help students to practice the most important **core learning skills**
3. Help students to develop **skills, values, and attitudes** necessary to succeed in their academic life
4. Encourage students' learning and development through active participation in community service project
5. Practice scientific writing

Course Learning Outcomes:

1. Cope smoothly with the university life
2. Communicate with concerned KFUPM resources and departments
3. Set goals, action plan to achieve his goal, manage himself
4. Use complex problem solving technique in real life situations
5. Demonstrate the ability to work in teams and/or exhibit leadership skills
6. Think critically
7. Speak publicly without fear
8. Use APA style to write scientific writing
9. Create a reflection portfolio including an end of semester self-reflection and technical presentations (Report writing and Presentation)

Textbook:

Life Skills Students' Manual (in Arabic, in-house developed and printed).

Grades distribution:

Problem Solving Project	40%
Midterm Exam	15%
Final Exam	15%
Assignments	15%
Class Participation (Activities, Exercises and Attitude)	15%
Total	100%

Covered Skills (15 Weeks)

Skills	No. of weeks
Course Introduction	1
Leadership and Teamwork	1
Goal Setting	2
Time Management	2
Thinking Styles	2
Problem Solving and Decision Making	2
Presentation Skills	1
Scientific Writing (APA)	1
Final Assessment	1

Course Rules

1. Attendance is mandatory and the punctuality too.
2. Official excuse must be obtained for absences and presented the next week of absence
3. Homework and assignments must be submitted on-time
4. Communication with instructor is very important. This may be done through email, phone calls, or office visits during office hours, or by appointment.
5. You have the right to ask questions, object, discuss, and introduce your ideas and thoughts.
6. Feel free to suggest any idea that modify and/or enhance the course.