

**DEPARTMENT OF ACCOUNTING
COLLEGE OF BUSINESS ADMINISTRATION- AL KHARJ
AL-KHARJ UNIVERSITY**

**Course Code & Title : CI-140 Learning, Thinking and
Research Skills**

Year : First Semester: II

Contact Hours : 3/0/0 L/ T/P

Credits : 3

**Faculty Detail: Dr. Masharique Ahmad, Assistant Professor,
Department of Accounting,
College of Business Administration, Al-Kharj**

Web link: <http://faculty.ksu.edu.sa/2277770646/default.aspx>

Rationale:

This course provides students the basic knowledge about the University education, its rules and regulations. It imparts the skills of reading, time management, and thinking. It also trains the students in making academic articles, browsing books and basic knowledge of computer and internet.

Pre-requisites: Nil

Learning Outcomes:

- 1. Assess the University education, rules and regulations for students**
- 2. Knowledge about the skills of reading, listening & summarizing lectures**
- 3. Application of time management in studies**
- 4. Knowledge about the critical thinking skills**

5. Understanding of basic knowledge for preparing academic articles, computer and internet

Course Outline:

Unit-I Introduction to University Education: Importance of getting education in University, Nature of University Studies, Rules and regulations for students. Self building, how to change yourself.

Unit-II Skills of Reading, Listening & Summarizing Lectures: Uses of reading, Various skills of reading, Activities of reading, Procedures and suggestions for good note taking, Value of quick summaries.

Unit -III Skills of Time Management: Definition of time management, Various ways of Managing study time effectively, Productive use of idle time.

Unit -IV Skills of Critical Thinking: Meaning of Thinking, Five critical thinking skills, Steps used in the development and testing of rational arguments.

Unit -V Research and Searching Methodology: How to prepare academic articles, Steps for Browsing books, Basic knowledge of computer and Internet.

ASSESSMENT PLAN:

The purpose of the assessment is to evaluate your understanding and comprehension of the subject material and the ability to apply the acquired knowledge to the type of problems, exercises and cases that you may face in your chosen professional environment.

In the event of unforeseen circumstances beyond the student's control (and substantiated by sufficient appropriate evidence to the satisfaction of the subject coordinator), **the subject coordinator may decide to substitute alternative appropriate assessment tasks for the assessment schedule detailed in below in the assessment schedule.**

Schedule of assessment tasks for students during the semester

Assessment	Assessment Task (e.g., Essay, Test, Group Project, Examination.)	Number of times	Proportion Final Assessment (Marks Distribution)
1	Assignments	5	10%
2	Mid Term Examination – 1	1	15%
3	Mid Term Examination – 2	1	15%
4	Quizzes	5	10%
5	Mini Project	-	5%
6	Presentation	1	5%
7	Final Examination	-	40%
	Total	-	100%

ATTENDANCE

- University regulations relating to attendance will be strictly applied.
- Students **MUST** attend class on time and disturbance will not be tolerated.
- **Once the door is closed and the lecture or tutorial has commenced no student is allowed to enter the class room and disturb students. This rule will be enforced very strictly and no excuses will be accepted at all.**
- A student who accumulates six (6) unexcused absences will receive a “DN” grade in this subject.
- For each single unexcused absence beyond the first two, your “Class Assignment Discussion” marks will be reduced by (1) mark.
- Copying the work of other students either for home assignments, class assignments, semester test or final examination will be strictly dealt with **and university rules will strictly apply.**

- **HOME ASSIGNMENTS**

- Biweekly home assignments or at the end of each unit as indicated in the assessment and grading scale and study schedule **MUST be prepared BIWEEKLY, brought to the class and handed before the start of the tutorial.**

- **NO EXECUSES WHATSOEVER WILL BE ACCEPTED FOR STUDENTS WHO DO NOT BRING THE BIWEEKLY ASSIGNMENTS TO THE CLASS AND HAND THEM PRIOR TO THE COMMENCEMENT OF THE TUTORIAL.**

MID-TERM TESTS

There will be two (2) mid-term tests, and each test may include all topics covered in the lecture up to the week preceding the test. Students should be well prepared and each test could be in the form of multiple-choice questions, short type questions, true and false, long essay type questions, case studies or a combination of these segments.

FINAL EXAMINATION

The final examination will be held as and when determined by the appropriate university authority or as agreed between the subject coordinator and the students. It is the students' responsibility to ascertain the date, time and location of the final examination. **The final examination is a comprehensive examination and will cover all topics covered during the semester.** The inclusion of a particular topic or issue in the semester tests **SHOULD NOT** be interpreted as will not be examined again. No textbooks or other relevant material will be allowed to be taken into the examination room and the same applies to the semester tests. **The examination will include materials in the textbook, handout, lecture coverage, class discussions, home assignments, and any other references referred to during the lecture or tutorial.** STUDENTS MUST UNDERSTAND THAT TO PASS THIS SUBJECT THEY MUST PASS THE FINAL EXAMINATION.

CLASS SCHEDULE WEEKLY:

Week	Ch.	Topic/Readings	Home Work Assignments Quizzes
1	1	Importance of getting University Education	----
	1	Nature of Studies, Rules and regulations for students, How to change yourself- continued	
2	2	Nature of Studies, Rules and regulations for students, - continued	
	2	How to change yourself, QUIZZES AND ASSIGNMENTS	First
3	3	Skills of Reading- Uses and various skills reading- continued	
	3	Activities of reading- continued	

4	4	Listening & Summarizing Lectures- continued	
	4	Lectures- continued	
5	5	Procedures and suggestions for good note taking- continued	
	5	Lectures -- continued	
6	6	Value of quick summaries- continued	Second
	6	Lecture- Continue, QUIZZES AND ASSIGNMENTS	

**Saturday, April 10 , 2010
First Mid-Term Exam, (Unit 1-2) (Building
CBAK, Time: 10:00 AM –11:00 AM)**

7	7	Skills of Time Management: Definition of time management and Procedures- Continued	
	7	Various ways of Managing study time effectively	
8	8	Productive use of Idle time- Continued	
	8	Productive use of Idle time- QUIZZES AND ASSIGNMENTS	Third
9	9	Skills of Critical Thinking: Meaning of Thinking	
	9	Five critical thinking skills- Continued	
10	10	Five critical thinking skills	
	10	Steps used in the development and testing of rational arguments- Continued	

11 11 Quizzes, Home Assignment, Concept check **Fourth**

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**Saturday, May 8 , 2010
Second Mid-Term Exam, (Unit 3-4)
(Building CBAK, Time: 10:00 AM–11:00
AM)**

12 12 **Research and Searching Methodology- Introduction**

12
How to prepare academic articles- Continued

13 13 How to prepare academic articles

13 Steps for Browsing books on internet

14 14 Basic knowledge of computer and Internet.

14
QUIZZES AND ASSIGNMENTS & Revision

Fifth

**FINAL Comprehensive EXAM
Date will be determined by the Registrar**

INSTRUCTOR CI-140- DR MASHARIQUE AHMAD

Required Text:

**College Reading and Study Skills, by Kathleen T. McWhorter, Prentice Hall,
London, UK (2007)**

Suggested Readings:

- **Reynolds, J. (2001) Succeeding in College: Study Skills and Strategies, Second Edition, Brookline Books, NY: USA.**
- **Semones, J.K. (1991): Effective Study Skills, Thomson Learning, USA.**