

Course Name	Code\No.	Number of Credits			
		Theo.	Lab.	Train.	Credit
Academic Skills	HWR 101	2	-	-	2
Pre-Requests		-			

Course Objectives:

This course aims to empower the student with the knowledge, tools and skills necessary for him during the course of education in the department. These needs were identified in four axes:

The first axis, which aims to introduce the student to university services and how to benefit from them. In addition to the moral features that he must adhere to. The second theme deals with strengthening the student's motivation for excellence and enthusiasm for the learning process. As for the third and fourth axis, they aim to enhance the students' learning skills and techniques respectively.

Course Contents:

The first axis: the university student.

- University services and how to benefit from them: the central library, college study halls, psychological counseling, training and development courses, student affairs, activities, and facilities, cultural and sports committees in the college, the student service center.
- Ethics of University student: dealing with professors and employees and mutual rights, dealing with students, general taste within the college and university, the university student charter.

The second axis: strengthening student motivation.

- What is motivation?
- Motivation theories
- Self-awareness and motivation
- Contraindications to motivation
- Motivation strategies

The third axis: learning skills.

- Fundamentals of learning (surface learning, deep learning, and learning methods)
- Memory (types, improvement techniques, and preservation factors)
- Reading Skills (Effective Reading, Identification, and Summarization)
- Learning skills (active learning, health and extracurricular activities and their relationship to learning, writing effective notes through documentation, codification and identifying important events during explanation, mental maps)
- Personal productivity management (time management and organization, use of a time management note, elimination of procrastination, dealing with the pressures of university study)

The fourth axis: educational techniques.

- The skill of searching for information
Computer skills such as Word, Excel, PowerPoint, scientific posters and email
- Reading charts
- Method of reporting and planning written homework

Course outcomes:

The student acquires the knowledge, tools and skills necessary for him during the course of education in the department.

Evaluation method

The evaluation is carried out through periodic and final exams, in addition to some costs, by the subject teacher and discussion by the course teacher for students.

References

١. مصطفى حجازي (٢٠١١) إطلاق طاقات الحياة: قراءات في علم النفس الإيجابي ، دار التنوير للطباعة والنشر
٢. مصطفى حجازي (٢٠٠٦) الإنسان المهدور: دراسة تحليلية نفسية اجتماعية ، المركز الثقافي العربي
٣. " دورة تعلم كيف تتعلم: أدوات ذهنية قوية لمساعدتك على إتقان موضوعات صعب <https://www.coursera.org/learn/learning-how-to-learn-ar>