
Student's Guide to The Preparatory Year Program (PYP)



Contents

Content	Page
The PYP Team	1
PYP Rules	2
Attendance	3
PSU Rules	4
What you need to do	5
Getting help	6 - 7
Computer Studies	8 - 12
iENG (Intensive) 001/002	13 - 18
ENG PYP 1 (010/020)	19 - 24
ENG PYP 2 (030/040)	25 - 30
Mathematics	31 - 36
Personal Development (PDS)	37 - 42

Welcome

Dear Students,

Welcome to the PYP Department and your first year at Prince Sultan University. Without a doubt, it will be a year of change for you as you adapt to your new surroundings: here, the expectations are on building on the knowledge you learned in high school and helping you to develop as a student, and as an individual. There will be challenges ahead of you as you come to terms with new subjects, new ways of working and new people. However, I believe that more than anything else, the PYP year offers you a unique opportunity to harness your talents, skills and aspirations.

Being a student in the PYP year brings with it certain responsibilities and goals we are all working toward. They include:

Being compassionate, professional and respectful.

In real terms, we expect students to do their best at all times, to work together and to be considerate towards all members of the University.

Asking for help and support as and whenever you need it.

We want you to succeed. Sometimes there will be problems but it is important to remember that when you have difficulties, it is important that there will always be someone to help you – but you have to take the first step and ask!

Having high expectations of yourself and the work you do.

You are at one of the best universities in the country. To become the best at anything means you need to work hard. You also need to work with the teachers who will do their best to make sure you understand what you learn and push you to achieve as much as you can.

I wish each and every one of you success in the coming year.

Mamdouh Alenezi

Educational Services Dean



The PYP Team

Dr. Mamdouh Khalaf Alenezi

Dean of Educational Services

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These are the Coordinators and Associate Coordinators of all the PYP courses. It is important that if you feel you have a problem, you contact them only after you have spoken to your teacher and/or course coordinator. You will also have a Student Advisor who may be able to help you.

PYP Rules

Prince Sultan University has rules just like any other place of education. Following the rules makes everyone's life easier. You will see these rules in every PYP classroom. The rules are:

Rules for all PYP Students

LATE **ABSENT**
3 LATES = 1 ABSENT

BRING EVERYTHING YOU NEED FOR THE LESSON

RESPECT
STUDENTS
TEACHER
CLASSROOM

WATER ONLY
H₂O

BATHROOM BREAKS ONLY DURING BREAK TIMES

THANK YOU FOR YOUR COOPERATION

Arrive on time. If you arrive more than 5 minutes after the start of the lesson, you will be marked late. If you arrive more than 10 minutes, you will be marked absent.

Bring everything you need for the lesson: pen, notebook, coursebooks, calculator and cellphone

If you reach the maximum number of absences, you will not be able to do the exams or receive a grade.

Using cellphones in class is not allowed unless the teacher gives you permission.

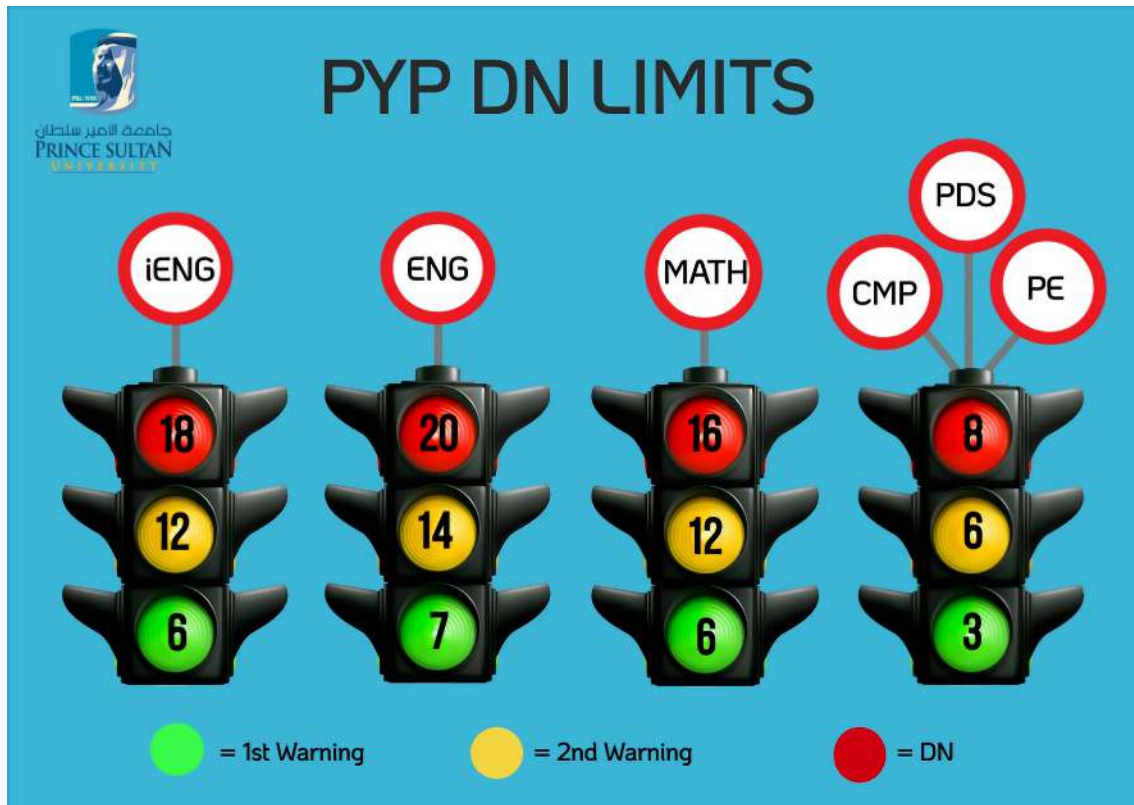
Respect is important. Please respect your teachers and your classmates, Also, help to keep the classroom clean and tidy.

Only water is allowed in the classroom.

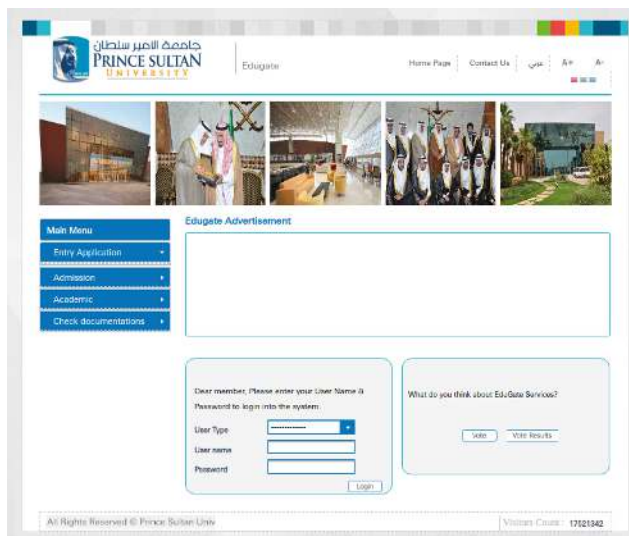
Once the lesson starts, you will not be allowed to go to the bathroom, So make sure you go **before** the lesson.

Attendance

Important: Different PYP Departments have different rules about **absences**. In some cases, the number of absences you are allowed is different. It is up to you to know what they are.



Edugate



Edugate is the PSU registration system. It is used by teachers to take the class register. Students can use it to check how many absences they have, as well as other important information like class schedules and, when you finish your course, your results.

Click on the image to go to the PSU Edugate website



PSU Rules

There are other rules which are part of the university rules.

What you should wear

Students are free to choose what they can wear to class but there are some rules you need to know about what you can and cannot wear:

Male Campus

- Shorts can only be worn in the gym
- Sleeveless shirts, bracelets and/or necklaces are not allowed
- Having long or tied hair, or tattoos is not permitted.

Female campus

Wearing abayas, sleeveless shirts, pants or short skirts is not allowed on campus

Cheating

Plagiarism is using another person's writing or ideas as though they are your own. Plagiarism includes copying someone else's work and taking credit for it, paraphrasing information from a source without telling people where you found it, and mixing your words with those of someone else without giving them credit. In addition, buying a paper or project, or downloading a paper from the Internet, and submitting them as your own are also examples of plagiarism.

The penalty for academic dishonesty in all academic works including assignments, projects, quizzes, major and final exams will be failure, academic suspension or even dismissal from the university, according to university policies.

Full information

Full information about university rules for students can be found in the PSU Student Handbook. **Click** on the **image** below to access the Handbook.



**Click here to
access the
handbook**



What **you** need to do

For some students, studying can seem difficult. There's always an essay or assignment that needs to be handed in tomorrow: or there's an important quiz or exam next week.

Your success as a student will depend on many things but 3 things will help you:

- Time management
- Organization and
- Motivation



This is not just about being on time to your lessons - though of course that is part of your time management. It's also about deciding how much time an assignment will need to be completed well: or how much time you need to revise for a quiz or an exam: and even how much time you will give to your friends and family. It's about setting goals and putting some things before others. **Click** on the **clock** to see some time management tips.



Getting organized is closely linked to time management but includes how well you plan your work, working in teams, communicating with others, prioritising your tasks as well as organizing your resources. Being well-organized not only helps you with all the work you will have to do, it is also something future employers look for. Whether it's a piece of paper or an app, there are many ways to get yourself organized. **Click** on the **image**.



Motivation is all about having a positive mindset. There will be parts of your course where you will maybe feel it is all too much, or where you get a bad grade. The important thing to remember is that making mistakes is just as important as succeeding. We should learn from our mistakes. And, what you will find is that there are plenty of people out there who can help us to succeed. **Click** on the **image**

Getting help

The most important person who will help you is yourself. There is a lot of work in every subject of the PYP and one of the main goals of the program is to make you an independent learner. That's why the skills of time management, organisation and motivation are so important. No-one expects you to do it **all** by yourself and you will be given plenty of help from other students, teachers and a range of support services.



Teachers are a resource for you to work with during the semester. Teachers will help you understand the topics you cover and give you feedback on the work you do. Teachers are there to help you during the lessons - and beyond! All teachers have time in their schedules where students can go to their office and discuss anything they are finding difficult about the course. Good communication with your teacher will help you with your courses.



Student advisors: In addition to your teachers, you also have access to a Student Advisor. You can find their name next to yours on the Edugate system. Their job is to help you with anything that is not included on the course. Maybe you are having difficulties at home: maybe you are having problems with a teacher or another student. Your student advisor is there to help you with these types of problems. If you need to see them, make an appointment to see them. It is that simple!



Friends and family are also great for helping you with the courses you are studying. Working together with friends or in study groups, can often help everyone understand the work better. Your family is also an important source of support.



Getting help

Resources are more than just the books you use on the course. As the amount of information grows, so more and more resources (particularly online resources) become available to students. In fact, part of the challenge for students these days is to decide *which* resource will help them best. Some resources may be recommended to you. You may find others you personally like and that's good. Use the technology to help you learn and get organised. For example, alarms and calendars can help with busy class timetables and deadlines.



At PSU, you will hear people talking about the LMS. This is the **L**earning **M**anagement **S**ystem, sometimes called Moodle. It is one of the ways students and teachers contact each other. Some departments use it to add information about the courses they teach, or provide support material to help students. Once you have your IT account set up, you can access it by logging in using your student ID. **Click** on the **image** to go to the LMS website.



The library is not just a collection of books. Most importantly, it has librarians who can help and guide you when you need to find information about a particular subject. Today's library also allows you access to computers and photocopiers and provides a quiet, comfortable working environment when you need to concentrate. **Click** on the **image** to see the full range of library services.



PSU Website. The PSU Website has a lot of information about the rules and regulations and can give you access to other sites such as Edugate_ (for attendance and results), the PSU health service, the Learning Management System (LMS) and many more. **Click** on the **image** to go directly to the site.



Important: Many PYP Departments offer students help through additional tutorial services. Look at the end of each section to find out what these are.

Computer Studies

Purpose of the course

Productivity tools such as word processing programs, presentation software, spreadsheet software, and database software are widely used in home, schools and office. Regardless of your major, you will be using some of them extensively.

After graduation, when looking for a job, being able to use these tools is essential and will help position you as the most promising candidate to employers.

CMP011 will give you the ability to create, polish and share documents, as well as analyze and visualize data.

CMP012 will give you the ability to create and collaborate, and effectively present ideas as well as create custom databases and process data.

The Computer Studies Course

CMP011 provides you with the required skills for using computers efficiently and for using the common applications needed during your university study and future career. It builds upon the knowledge and skills you acquired through your study in high school. It covers some advanced topics in word processing and a wide range of topics in manipulating data using spreadsheets.

By the end of this course you will be able to:

1. Recognize basic notions of Information Technology
2. Create high quality layouts and documents
3. Apply advanced features of text editors
4. Apply basic features of Spreadsheets
5. Design solutions for problems by creating high quality worksheets and graphs

CMP012 complements the CMP011 course and provides you with the advanced computer skills needed during your university study and future careers. It covers advanced topics in presentation tools and introduces you to database concepts and how to use Database Management System tools.

By the end of this course you will be able to:

1. Recognize advanced notions of Information Technology
2. Create engaging presentations and slide shows
3. Apply advanced features of presentation tools
4. Create database systems
5. Produce information in reports and generate queries on the data



Blended Learning

MyLab IT has a big course materials library, including new easy-to-use Learning Modules that help student success. Through the **MyLab IT** learning experience, students become sharp critical thinkers and able to use Microsoft Office (Word, Excel and Powerpoint and others). This helps them develop essential skills employers are looking for.

Different resources of MyLab IT:

- An interactive eText with links to videos and exercises as well as tools for highlighting and note taking.
- Online and auto-graded homework, assessments, and personalized study plans
- A large multimedia library with instructional videos, animations, and PowerPoint slides
- Resources to support online collaboration and discussions
- Interactive learning aids designed to support different learning styles and provide immediate feedback

With all the features available, MyLab IT is a helpful tool that should improve your performance in the PYP Computer courses - if you are prepared to do the work. It should be used regularly for practice throughout the semester using the Study Plan, both in the lab and through self-practice in your own time as well.

An Access Code for registering for the online work is needed. Information about buying the access code and registering for it will be provided by your instructor. It is important to have the access code at the very beginning of the semester.

Quizzes and homework will be conducted using MyLab IT.



Tests and exams

COMP011 and COMP012 are divided up in the same way. **60%** of your grade comes through Continuous Assessment - that is, the work you are asked to do in class including tests and assessments. **40%** of your grade comes through the Final Exam that you will take at the end of the semester.

60% Continuous Assessment

Activity	Percentage
Quizzes	40%
MyLab IT Study Plan	10%
Homework	5%
Attendance	5%

40% Final Exam

By the time you reach the final exam, you will know what mark you need to get in the final to pass the course. To pass the course with a D grade, you need a 60% total mark.

Being absent in one assessment, even if it is the final, will result in a mark of zero for that assessment and no makeup test will be given.

Important note

Attendance is taken at the start of every class. You will be marked late if you arrive 5 minutes after the start of the class. Arriving late 3 times will count as one absence. You will be marked absent if you arrive 10 minutes (or more) after the start of the class. Half a mark will be deducted for each absence and **8 absences** will result in a denial notice (DN).

Important: It is your sole responsibility to keep a satisfying level of attendance. Otherwise, a DN grade will be given automatically during any time of the semester without any notice.

Getting help in Computer Studies

Student Help Center for Computer courses

On the men's campus, a small but well-resourced room has been set up to help students facing problems in the PYP computer courses. Sessions are held daily from 12:00 PM to 01:00 PM and are open to all PYP students.

Additional help for any student who needs it is provided by high achieving students who have excelled in computer courses with the aim of helping all PYP who want to improve in the subject.

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PYP English Intensive

Purpose of the course

Welcome to the Intensive English course also known as iENG! There are many reasons to learn a language but here at Prince Sultan University, the work of the English Department is to help you to do well in all your other courses. So, English will help you if you are studying Finance, Computers, Interior Design or Aviation. A lot of the English you will study is **academic English**. You have taken the university placement test which placed you in the Intensive English course. On this course, you will be asked to read, write, listen and speak and even think in English!

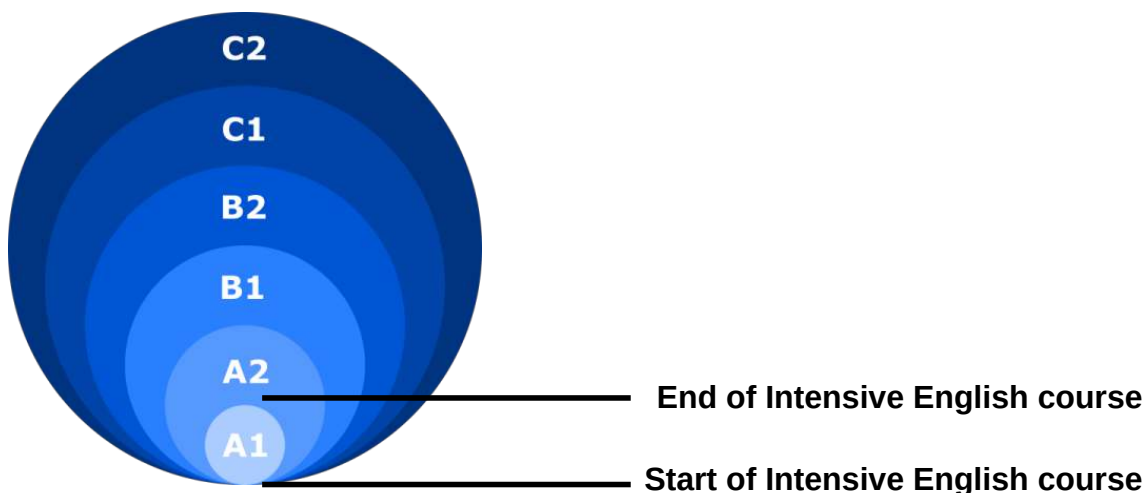
The work you do at this level is to train you in four skills: Reading and Writing (Course 001): and Listening and Speaking (Course 002).

Once you have successfully passed iENG, you will progress to PYP 1 (010/020)

The CEFR: A1 to B2

Many European languages are measured on a scale from A1 to C2. This is based on the Common European Framework of Reference for Languages At iENG, our goal is to help you move from A1 to A1+/A2 in all four skills

The CEFR language levels



Intensive Reading and Writing

English Course 001

By the end of the 001 course you should be able to do these things:

Reading

- Can use information from a variety of everyday written and visual materials.
- Can read very short, simple texts.

What this means:

- Scan to find information
- Read for main ideas
- Reading for detail
- Predict content using visuals
- Skim for general ideas
- Take notes
- Work out meaning from context

Writing

- Can write descriptions of people, places, everyday life, and culture.
- Can produce short and simple sentence structures about unit topics.
- Can use a basic vocabulary of words and phrases.

What this means:

- Use capital letters and punctuation correctly
- Write using different types of sentences
- Write a paragraph
- Join sentences together
- Compare two things
- Learn vocabulary connected to the topic

Intensive Listening and Speaking English Course 002

By the end of the 002 course you should be able to do these things:

Listening

- Can follow commands and/or simple directions
- Can follow short, simple social exchanges that are slow and carefully spoken
- Can recognise information about topics of everyday life, provided it is spoken slowly and clearly

What this means

- Listening for main ideas
- Listening for detail
- Understanding key vocabulary
- Using your knowledge to predict content
- Listening for reasons
- Listening for numbers
- Listening for definitions

Speaking

- Can describe people, places, everyday life, and culture, in simple language.
- Can use short social exchanges including greetings and farewells; introductions; giving thanks.
- Can express what he/she likes and dislikes
- Can respond to simple questions on very familiar topics.
- Can produce simple conversation based on everyday and routine topics.

What this means

- Introducing and starting a talk
- Describing an image
- Giving and asking for directions
- Asking for opinions, agreeing and disagreeing
- Talking about surveys and reports
- Talking about advantages and disadvantages

The Digital Curriculum



What is the digital curriculum?

The digital curriculum is a set of activities designed to help you expand your English and add extra value to the work which you do in class.

During the course, your teacher will give you activities which will help you with the work you are doing. For example, in your first reading and writing unit you will be looking at famous people.

Your Digital Curriculum task may be to find out information about other famous people and how they live. The Digital Curriculum is divided into two parts: The Digital Curriculum and the Cambridge Learning Management System (CLMS). Each part is worth 10% (20% in total) so it is important that you learn to organise yourself to do the tasks the teacher asks you to do, and to do the work on the Cambridge Learning Management System.

Cambridge Learning Management System (CLMS)

With the books we are now using, there is an app which you need to download. This is the Cambridge Learning Management System or CLMS.

On the CLMS, you will find activities which link directly to the work you are doing in the book. By downloading the app, you will be able to improve your understanding and use of English.

Digital Curriculum work outside the classroom

Some of the work you will be asked to do will be done outside the classroom. Work given to you outside the classroom is just as important as the work you do inside it. The Digital Curriculum is about you taking responsibility for your own learning and showing people you can organise your time and your studies. And, this means that you will have to meet deadlines, and work independently, as well as in groups.

Tests and exams

60% of your grade comes through **Continuous Assessment** - that is, the work you are asked to do in class including tests.

40% of your grade comes through the Final Exams - that is, an exam or exams you will take at the end of the semester.

*Midterms will take place around week 7

60% Continuous Assessment 001

Activity	Percentage
8 Writing Tasks	16%
Finish ALL review tests	4%
Digital Curriculum	20%
Midterm*	20%

60% Continuous Assessment 002

Activity	Percentage
8 Speaking tasks	16%
Finish ALL review tests	4%
Digital Curriculum	20%
Midterm*	20%

40% Final exams

By the time you reach your Finals, you will know what grade you need to get in the Final to pass the course. You need a **60%** total mark to pass the course with a D grade. Anything below that is an F. The final exam will test everything you have learned on the course.

Getting help in Intensive English

Lunchtime tutorials (Male Campus). Everyday in room E240, from 12-1, there is an English teacher who will help you with reading, writing, listening or speaking, or simply something about the topic you are studying. You do not need an appointment, you just go to the room and talk to the teacher about whatever it is that you are finding difficult.



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iENG Coordinator

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iENG Coordinator

Female

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PYP English

010/020

Purpose of the course

Welcome to the English courses known as 010/020! There are many reasons to learn a language but here at Prince Sultan University, the work of the English Department is to help you to do well in all your other courses. So, English will help you if you are studying Finance, Computers, Interior Design or Aviation. A lot of the English you will study is **academic English**. You have taken the university placement test which placed you in the 010/020 English course. On this course, you will be asked to read, write, listen and speak and even think in English!

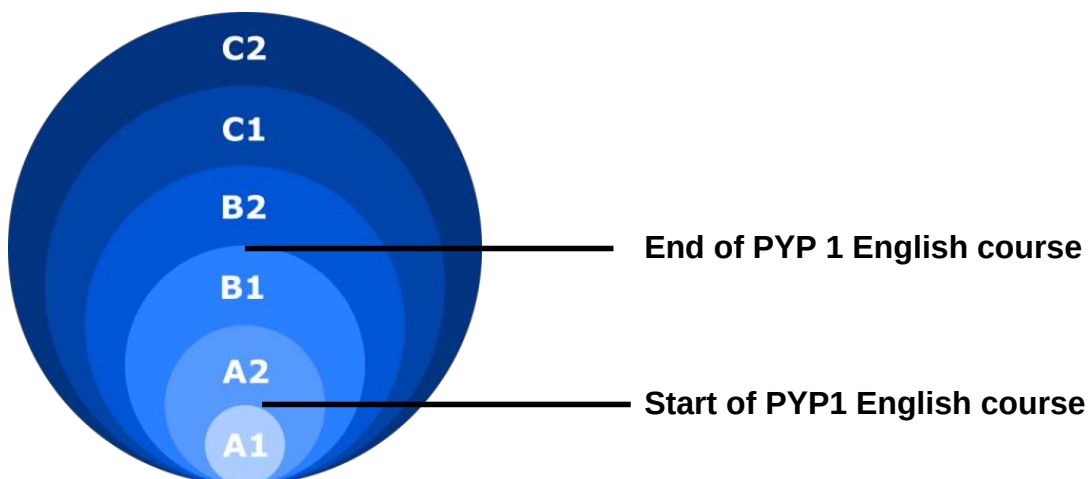
The work you do at this level is to train you in four skills: Reading and Writing (Course 010): and Listening and Speaking (Course 020).

Once you have successfully passed PYP 1, you will progress to PYP 2 (030/040)

The CEFR: A1 to B2

Many European languages are measured on a scale from A1 to C2. This is based on the Common European Framework of Reference for Languages At PYP1, our goal is to help you move from A2 to B1/B1+ in all four skills

The CEFR language levels



English 010

Reading and Writing

By the end of the 010 course you should be able to do these things:

Reading

- Can analyze short to medium length academic texts on everyday topics at A2-B1 border.
- Can perform a variety of activities related to academic texts on everyday topics.

What this means:

- Scanning for details
- Previewing a text
- Reading for main ideas
- Making inferences
- Inferring or predicting from content
- Identifying the writer's purpose
- Learning and using vocabulary



Writing

- Can write medium length paragraphs in different genres (plan, draft, edit, proof) to answer a specific question.
- Can compose one academic essay on a familiar topic to answer a specific question.

What this means:

- Write descriptive sentences
- Organizing sentences into a paragraph
- Learn about topic sentences
- Write a paragraph describing data from graphs
- Put events in order
- Add details to main facts
- Write concluding sentences
- Learn how to organize an essay



English 020

Listening and Speaking

By the end of the 020 course you should be able to do these things:

Listening

- Can follow complex lines of argument on everyday topics in short lectures.
- Can follow complex lines of argument on everyday topics at normal speed or slightly slower.

What this means

- Listening for main ideas
- Predicting content using visuals
- Distinguishing fact from opinion
- Listening for detail
- Understanding key vocabulary
- Taking notes
- Understanding meaning from context



Speaking

- Can demonstrate rehearsed talk or presentation on an everyday topic
- Can discuss everyday topics and sustain his/her opinions
- Can perform in an interview as an interviewee,
- Can communicate in simple and routine tasks requiring a direct exchange of information

What this means

- Organize information for a presentation
- Make suggestions
- Agree and disagree
- Give advice
- Ask for and give clarification
- Ask for opinions and check information
- Ask follow-up questions



The Digital Curriculum



What is the digital curriculum?

The digital curriculum is a set of activities designed to help you expand your English and add extra value to the work which you do in class.

During the course, your teacher will give you activities which will help you with the work you are doing. For example, in your first reading and writing unit you will be looking at interesting places around the world.

Your Digital Curriculum task may be to find out information about other interesting places; and then to present that information in some way. The Digital Curriculum is divided into two parts: The Digital Curriculum and the Cambridge Learning Management System (CLMS). Each part is worth 10% (20% in total) so it is important that you learn to organise yourself to do the tasks the teacher asks you to do, and to do the work on the Cambridge Learning Management System.

Cambridge Learning Management System (CLMS)

With the books we are now using, there is an app which you will be asked to download. This is the Cambridge Learning Management System or CLMS.

On the CLMS, you will find activities which link directly to the work you are doing in the book. By downloading the app, you will be able to improve your understanding and use of English.

Digital Curriculum work outside the classroom

Some of the work you will be asked to do will be done outside the classroom. Work given to you outside the classroom is just as important as the work you do inside it. The Digital Curriculum is about you taking responsibility for your own learning and showing people you can organise your time and your studies. And, this means that you will have to meet deadlines, and work independently, as well as in groups.

Tests and exams

All PYP English courses are divided up in exactly the same way. **60%** of your grade comes through Continuous Assessment - that is, the work you are asked to do in class including tests. **40%** comes through a final exam or exams at the end of the semester.

*Midterm exams will take place around week 9

60% Continuous Assessment 010

Activity	Percentage
4 writing assignments	10%
2 Reading Assessments	10%
*Midterm exam	20%
Digital Curriculum	20%

60% Continuous Assessment 020

Activity	Percentage
Speaking tasks (5/7)	10%
2 Listening Assessments	10%
*Midterm exam	20%
Digital Curriculum	20%

40% Final Exams

By the time you reach your Finals, you will know what grade you need to get in the Final to pass the course. You need a 60% total mark to pass the course with a D grade. Anything below that is considered a failing grade. The final exam will test everything you have learned on the 010 or 020 course.

Getting help in 010/020

Lunchtime tutorials (Male Campus). Everyday in room E240, from 12-1, there is an English teacher who will help you with reading, writing, listening or speaking, or simply something about the topic you are studying. You do not need an appointment, you just go to the room and talk to the teacher about whatever it is that you are finding difficult.



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Ms. Lamia Al Madi 020 Coordinator	Female	lmadi@psu.edu.sa
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PYP English

030/040

Purpose of the course

Welcome to the English 030/040 course! There are many reasons to learn a language but here at Prince Sultan University, the work of the English Department is to help you to do well in all your other courses. So English will help you if you are studying Finance, Computers, Interior Design or Aviation. A lot of the English you will study is **academic English**. You will be asked to read, write, listen and speak and even think in English! The work you do at this level is to train you in writing emails, reports and essays: you will also be asked to take part in discussions about a topic, give your opinions about an issue, and give presentations. You will develop all your English skills in the two courses: 030 (Reading and Writing) and 040 (Listening and Speaking).

A word about levels

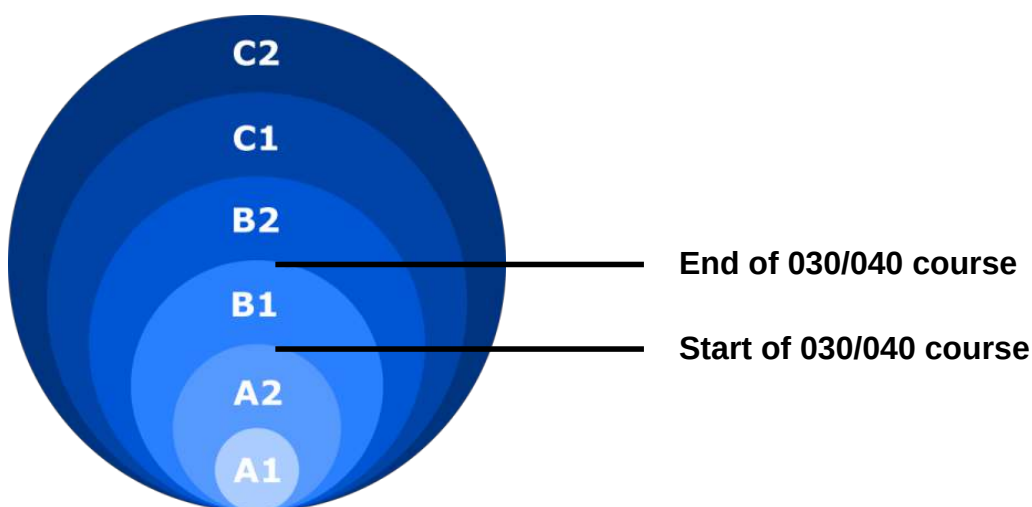
You will have come to this course through one of two ways. You may have started at the university and completed other courses such as iENG or 010/020; or you may have taken a test which placed you in 030/040 based on your level of English.

The CEFR: A1 to B2

Many European languages are measured on a scale from A1 to C2. This is based on the Common European Framework of Reference for Languages (**CEFR** [Click here](#) for a description of the different levels). As you can see from the diagram below A1 is the beginner level while at C2, you are using the language as someone from an English speaking country would.

At 030/040, our goal is to help you move from A2/B1 to B1+/B2 in all four skills.

The CEFR language levels



English 030

Reading and Writing

By the end of the 030 course you should be able to do these things:

Reading

- Use short to medium length **academic texts** on everyday topics at B1/B2 border level of difficulty.
- Perform a variety of activities related to academic texts on everyday topics.



What this means:

- Understanding the main ideas and details in the text.
- Analyzing a text
- Identifying facts from opinions
- Interpreting data or information from a graph.
- Inferring or predicting from content
- Learning and using vocabulary

Writing

- Write a medium length **academic essay** (plan, draft, edit, proof) to answer a specific question.
- Write a short academic style **report** (plan, draft, edit, proof) if provided with the content of the report.
- Write a short **academic essay** on everyday topics under **exam conditions** to answer a specific question.



What this means:

- Understanding and using the structures of an academic essay: Introduction, thesis statement, body paragraphs, topic sentences and conclusions (among others)
- Writing different types of essays
- Summarizing/paraphrasing
- Research information for essays or reports

English 040

Listening and Speaking

By the end of the 040 course you should be able to do these things:

Listening

- Follow complex arguments on everyday topics in short lectures.
- Follow complex arguments on everyday topics in extended classroom discussions.

What this means

- Listening for main ideas
- Listening for text organization
- Listening for detail
- Understanding key vocabulary
- Taking notes
- Summarizing



Speaking

- Give a short talk or presentation on an everyday topic.
- Take an active part in discussions about everyday topics, accounting for and sustaining his/her opinions if given time to prepare.
- Participate in an interview as an interviewee, expanding and developing the point being discussed if occasionally prompted by the interviewer.

What this means

- Expressing general ideas and/or opinions
- Talking about advantages and disadvantages
- Giving recommendations
- Expanding on an idea
- Asking for opinions and checking information
- Asking follow-up questions



The Digital Curriculum



What is the digital curriculum?

The digital curriculum is a set of activities designed to help you expand your English and add extra value to the work which you do in class.

During the course, your teacher will give you activities which will help you with the work you are doing. For example, in your first reading and writing unit you will be looking at animals which are in danger of disappearing from the planet.

Your Digital Curriculum task may be to find out information about other animals we use or work with; and then to present that information in some way. The Digital Curriculum is divided into two parts: The Digital Curriculum and the Cambridge Learning Management System (CLMS). Each part is worth 10% (20% in total) so it is important that you learn to organise yourself to do the tasks the teacher asks you to do, and to do the work on the Cambridge Learning Management System.

Cambridge Learning Management System (CLMS)

With the books we are now using, there is an app which you will be asked to download. This is the Cambridge Learning Management System or CLMS.

On the CLMS, you will find activities which link directly to the work you are doing in the book. By downloading the app, you will be able to improve your understanding and use of English.

Digital Curriculum work outside the classroom

Some of the work you will be asked to do will be done outside the classroom. Work given to you outside the classroom is just as important as the work you do inside it. The Digital Curriculum is about you taking responsibility for your own learning and showing people you can organise your time and your studies. And, this means that you will have to meet deadlines, and work independently, as well as in groups.

Tests and exams

All PYP English courses are divided up in exactly the same way. **60%** of your grade comes through Continuous Assessment - that is, the work you are asked to do in class including tests and exams. **40%** comes through a final exam or exams at the end of the semester.

*Midterm exams will take place around week 9

60% Continuous Assessment 030

Activity	Percentage
4 essays	10%
2 Reading Assessments	10%
*Midterm exam	20%
Digital Curriculum	20%

60% Continuous Assessment 040

Activity	Percentage
Speaking tasks (5/7)	10%
2 Listening Assessments	10%
*Midterm exam	20%
Digital Curriculum	20%

40% Final exams

By the time you reach your Finals, you will know what grade you need to get in the Final to pass the course. You need a 60% total mark to pass the course with a D grade. Anything below that is considered a failing grade. The final exam will test everything you have learned on the 030 or 040 course.

Getting help in 030/040

Lunchtime tutorials (Male Campus). Everyday in room E240, from 12-1, there is an English teacher who will help you with whatever part of the course you need help with. This could be reading, writing, listening or speaking, or simply something about the topic you are studying. You do not need an appointment, all you need to do is go to the room and talk to the teacher about whatever it is that you are finding difficult.



Name	Campus	Email address
Mr. Ted Asmah 030/040 Coordinator	Male	tasmah@psu.edu.sa
Ms. Razan Al Othaimen 030 Coordinator	Female	rothaimen@psu.edu.sa
Ms. Lamia Al Madi 040 Coordinator	Female	lmadi@psu.edu.sa



Mathematics

The Purpose of the Course

There are no students who do not know math; there are only those who do not like math.

To many students, the purpose of math is to learn a skill that leads to a report card grade. Students rarely question why they are taking English. Reading and writing are everywhere. Students rarely question why they take science because they are learning about the world around them. Mathematics can help them better understand and describe the world around them.

The aim of the course is to show you how amazingly and wonderfully the world displays order, pattern, and relation.

There is real-life application in almost every form of mathematics. It does not mean that every student will use every piece of mathematics that they learn, but it does mean we can show them how we can use that bit of mathematics to understand and explain something around us.

The practice of thinking about a problem in math courses will help you find solutions in real life. Mathematical knowledge also plays an important role in understanding other subjects:

- In **English**, you learn how to communicate in the written and spoken form. In order to write and speak well, you must be able to think clearly and organize your thoughts.
- In **Science**, you learn scientific, deductive and inductive reasoning.
- In **Economics**, you learn how people communicate wants and needs through financial activities, and how certain patterns or policies affect the whole.

Math is a universal language, it's mostly equations, numbers, and some Greek letters, but math is understood the same virtually all over the world! A mathematical law doesn't change because someone speaks a different language from you. $2 + 2 = 4$ in every single place on planet Earth. Pretty cool!



Math in Nature: Fibonacci numbers

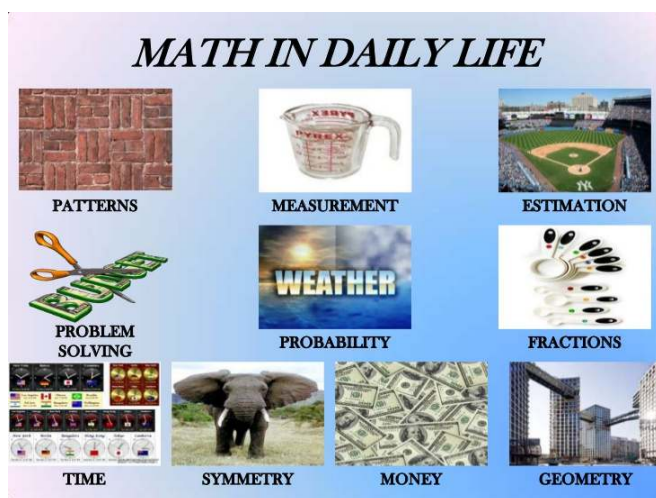
Fibonacci was an Italian mathematician who studied Indian and Arabian mathematics. He is credited with introducing the Hindu-Arabic system of numbers into Europe. He is best remembered for his Fibonacci Sequence.

Click on the **image** to find out more.

The universality of math is one of the many things that makes it such a powerful tool and an essential life skill.

While many may complain that math is boring or complicated, the truth is that a life without math would mean a much less interesting view of the world. So math is required in college because you need to learn how to think at deeper and more effective levels. And, like almost anything else, that requires practice.

Maths is not a passive subject, you can't learn it just from a book or just sit and watch in class. In the class, your instructor will show examples, and give you an opportunity to solve examples as well as answer your questions, in order to help you understand the subject or topic you are studying.



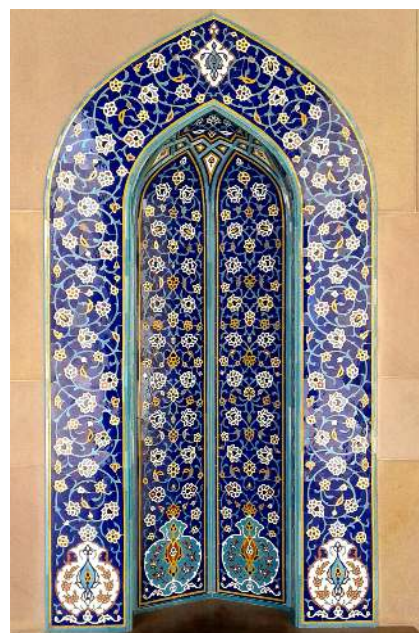
Your math skills help you shop for a good deal. For example, to calculate a discounted price quickly, or to see if you've been correctly charged when paying for a shirt at the store. So, math is all around us. The laws of mathematics can be seen throughout the world, including in nature. The problem-solving skills you get from doing math homework can help you tackle problems in other areas of life.

Mathematics and Islamic Art



Geometry and symmetry are important design elements in Islamic art. The repetition of a pattern and tessellation is used to create amazing design.

The examples shown here are from the Sultan Qaboos Grand Mosque in Muscat.



The Math Courses

Math 001 is designed to improve your computational skills in basic Algebra, and to demonstrate that you can write Mathematics, and communicate your thoughts to others with logical steps.

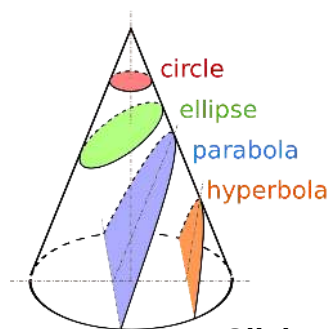
By the time you finish this course you will be able to:

1. Recognize and calculate basic operations on real and complex numbers and different types of expressions.
2. Solve different types of equations and inequalities using various techniques.
3. Interpret and transform graphs of functions, combination and composite functions and their inverses.
4. Factor, evaluate, graph, and analyze polynomial functions.

Math 002 is the second of the two-course sequence. It examines exponential and logarithmic functions, trigonometry, matrix algebra and conic sections needed for more specialized study in computer science, engineering and other related fields.

By the time you finish this course you will be able to:

1. Recognize and evaluate trig. functions, solve equations and illustrate applications.
2. Evaluate exponential and logarithmic functions, graph their equations, and construct their applications.
3. Solve systems of equations and inequalities using algebraic techniques including matrices and determinants.
4. Identify different conic sections, state their equations and graph them.



Click on the images to find out more

Blended Learning

MyLabMath is an online course in mathematics. It gives students personal instruction and practice. MyLabMath has resources to make sure students are successful in their mathematics course and adequately prepared for college, career, and life. It has:

- An interactive eText with links to videos and exercises as well as tools for highlighting and note taking.
- Online and auto-graded homework, assessments, and personalized study plans
- A large multimedia library with instructional videos, animations, and PowerPoint slides
- Interactive learning aids designed to support how you learn and provide you with immediate feedback.

If you put in the work, MyLabMath is a very helpful tool that will help you to improve your performance in the course.

An Access Code for registering for the online work is needed. Information about buying the access code and registering for it will be provided by your instructor.

A class (once a week) will be given in a Lab where students practice what they have learned in the previous classes using “Study Plan” in MyLabMath. MyLabMath should be used regularly for practice throughout the semester using “Study Plan”, both during the Lab lessons, and through self-practice by the student in his/her own time as well.

We will use MyLabMath to conduct the quizzes as well as the homeworks. So you can see it is very important to be ready with the access code at the beginning of the semester.

Tests and exams

All PYP Math courses are divided up in exactly the same way. **60%** of your grade comes through Continuous Assessment - that is, the work you are asked to do in class including tests and exams. **40%** comes through a final exam or exams at the end of the semester.

60% Continuous Assessment

Activity	Percentage
Nine Quizzes	40%
MyLabMath Study Plan	10%
Homework	5%
Attendance	5%

40% Final Exams

By the time you reach your Finals, you will know what grade you need to get in the Final to pass the course. You need a 60% total mark to pass the course with a D grade.

If you want to join CCIS, Engineering or ID/Arch programs you must earn C grade or above in MATH 002. For all other programs, it is enough to earn a D in both Math 001 and in Math 002.

Continuous Assessment Notes

- Your grade for your MyMathLab Study Plan is based on how many problems you practice. Some of this work will be done in labs, some will be done at home.
- Homework usually covers two or three sections of work. You have 7 days to complete the homework.
- Attendance. The usual PYP rules apply. After 4 absences you will lose one percent for every absence

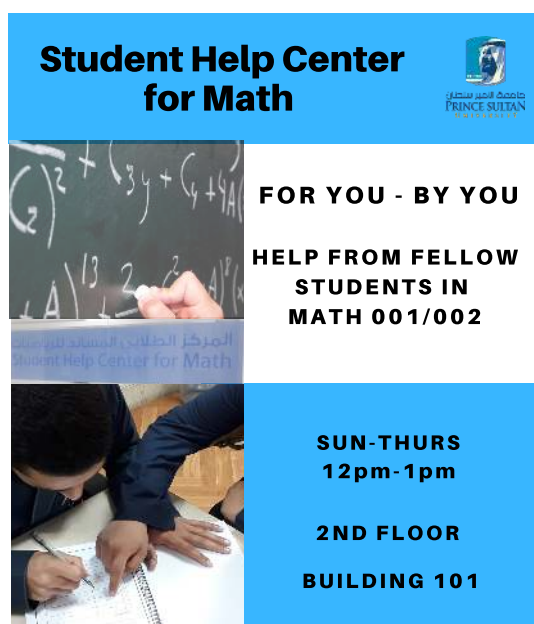
Getting help in Math

Student Help Center for Mathematics

On the men's campus we have a small but well-resourced room which houses computers for help with blended learning components of the courses as well as a dedicated math library. Sessions are held daily from 12-1.00 and are open to all PYP students. Additional help for any student who needs it is provided by high achieving students who have excelled in University level Math courses. These students can help all PYP who want to improve in the subject.

On the Women's campus Tutoring Sessions are held daily from 12-1.00 and on Thursday from 8:00-10:00 and are open to all PYP students in W251.

Name	Campus	Email address
Mr. Khaled Shaker Naseralla	Male	knaseralla@psu.edu.sa
Ms. Rooa Abed	Female	rabed@psu.edu.sa



Student Help Center for Math

جامعة الأمير سلطان
PRINCE SULTAN UNIVERSITY

FOR YOU - BY YOU

HELP FROM FELLOW STUDENTS IN MATH 001/002

المركز الطلابي للمساعدة في الرياضيات
Student Help Center for Math

**SUN-THURS
12pm-1pm**

**2ND FLOOR
BUILDING 101**

DEANSHIP OF EDUCATIONAL SERVICES



Student Help Centre for Math

Personal Development Studies

Purpose of the course

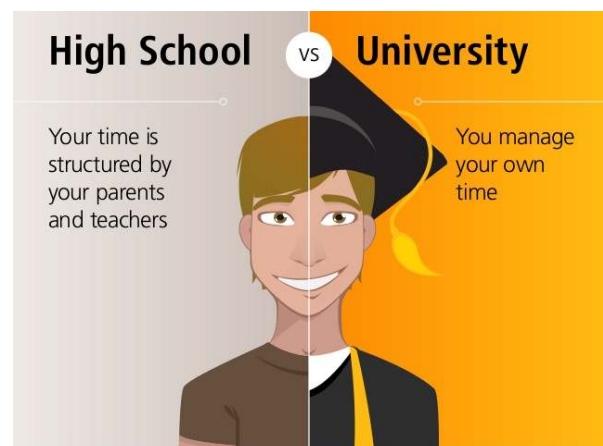
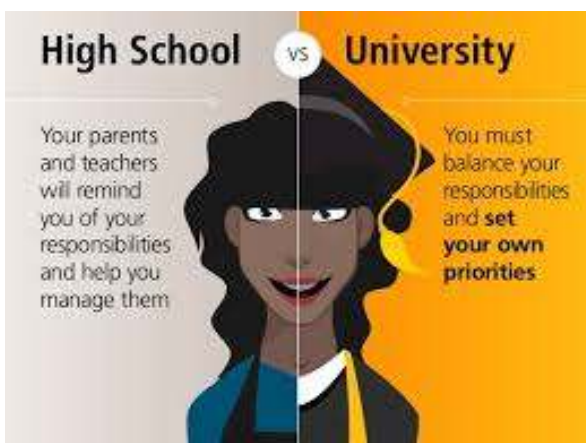
The Personal Development Skills course is designed to teach a set of basic competencies and skills - sometimes called “soft” skills - that will help you to adjust quickly and effectively to undergraduate university life. The course is divided into two parts PDS001 and PDS002. Core skills covered at the **PDS001** level are:

- college transitions (changing from high school to university)
- goal setting & planning
- effective time management
- understanding learning preferences
- teamwork
- reflective writing
- presentation skills.

Essential skills covered in **PDS002** course include:

- career exploration
- critical thinking
- problem solving
- Information literacy and basic research skills
- team work
- presentation skills

The transition from high school to university is a big step in a student’s academic career. The step is about the move from a dependent to independent learner. In order to adjust yourself to the demands of University education you need the necessary transferrable or soft skills. For example; you have to learn how to organize your study schedule and monitor your progress as you become a more independent student. If a student does **not** know how to manage his/her study, the transition becomes more difficult. Therefore, we are here to help you get or develop all the necessary skills to make your transition in to new environment a more enjoyable and successful experience



More about the course

This course is designed for students who are highly motivated to learn. The instructor expects that those who make a commitment to this course will take part fully in the on-line lessons and complete the on-line assignments on time. Students are expected to come to class prepared for the face-to-face sessions, which means that they have completed the material and tried to understand the new knowledge contained in the on-line lessons. Students who struggle with understanding the course material should talk with the instructor and/or a classmate and proceed with study sessions. Students who fail to complete on-line assignments and class projects may be at risk of failing this course. We expect all students to:

1. Use PSU email and Moodle for communicating with the instructor and peers.
2. Complete all assigned readings covered in the materials.
3. Access the course materials and complete assignments within the guidelines as established in the course syllabus.
4. Visit and contribute to the course website (Moodle) at least three times weekly.
5. Meet all assignment deadlines
6. Contact the instructor immediately if special circumstances cause interruption of course activities.
7. Keep backup copies of all of the work.
8. Submit only original work. (See University policy on Plagiarism)

Students will use the internet to access the Moodle course site (LMS) . The course has a modular structure, which is easily navigable. The course materials contain required ebooks (purchase the CODE), videos, lecture slides, online activities, and other materials, and weekly discussion questions and projects. Instructions and due dates for activities and assignments are clearly shown so students know what is expected of them and can easily stay on track. Due dates of weekly assignments are staggered throughout the week (see the course calendar) in order to give students time to read and comment on their classmates' work before the next module begins. The course design is based on principles of collaborative learning and active participation. **Click** on the **image** to go directly to the LMS.



The PDS Courses

PDS001 is offered in a blended format. This course is designed to provide a hybrid experience, including both face-to-face and online activities. Contact time will be divided in the following way: 60 % face-to-face and 40 % online. However, **PDS002** is offered in the classroom but also contains online activities.

By the time you finish this course you will be able to:

- Describe core college success skills at a basic level.
- Create long and short-term goals that align with your personal mission statement.
- Demonstrate effective time management strategies.
- Demonstrate how your learning styles affect academic success.
- Illustrate the steps in decision making and problem-solving processes.
- Analyze a given problem using critical and creative thinking.
- Explain the criteria for choosing a career and course major.
- Demonstrate collaboration and communication in pair and group activities.
- Illustrate the application of information literacy skills to organize materials and sources for the research component of projects.

Your Personal Skill Set



Blended Learning

This course will be offered in a blended format using teaching and learning activities which use information communications technologies such as learning management systems (LMS) and the Internet, significantly reducing the scheduled face-to-face lecture and tutorial time. You will be working with a Web-based learning management system called Moodle (LMS) which will be introduced during the first stages of the course. Materials and assignments will be provided through this PDS course site. Discussion groups will be formed and as a member you will participate in online conference sessions with others. You will also be expected to use email to respond to the course instructor and other students about assigned topics.

Why Is This Course Being Offered in the Blended Learning Format?

The goals of blended course are to:

1. Promote active, self-directed learning by providing you with an effective combination of in-class teaching and online learning.
2. Move some topics into the online format to reduce face-to-face time.
3. Use the reduced lecture and tutorial hours more efficiently to focus on the material that is more effectively presented in a face-to-face format.
4. Provide you with more flexibility by allowing you to do more of your work from home and to complete online learning activities at times that best suit your weekly schedule and learning preferences.

What Are the Challenges Students May Face in a Blended Learning Course?

It is important to remember that:

1. All students in PDS must have daily access to the Internet. You must use the Moodle site regularly between classes to keep up with the announcements and to complete the assigned activities.
2. Less time spent in lectures and tutorials does NOT mean less work. You may find that you will spend a lot of time on online activities, but the activities will help you with your learning. Learning is not a spectator sport. You are expected to take the responsibility to actively use the online learning material and to manage your time so that you complete assigned reading and online activities between the face-to-face sessions.

Tests and exams

These are the different parts of the course and their percentage grades:

Activity	Percentage
Quizzes	30%
Presentation	10%
Written assignments	20%
Discussion Forums	10%
Online activity completion	30%

Getting help in PDS

You are most welcome to contact your instructors face-to-face or via email or the LMS chat box. Please give your student and section number in all your communications.

The following two staff members are PDS course coordinators:

Name	Campus	Email address
Mr. Asamenew Bireda	Men	abireda@psu.edu.sa
Ms. Farah Obaid	Women	Fobaid@psu.edu.sa



