



OVERVIEW OF THE PREPARATION YEAR PROGRAM

To ensure that the students the university admits are prepared to succeed in PMU's challenging academic environment, a non-credit Preparation Year Program is provided to assist entering students in developing their skills in English, mathematics, and learning and study methods.

The Preparation Year Program provides students with two semesters of non-credit instruction in learning skills, two semesters of mathematics, and a level of proficiency in English that will enable students to succeed in a university where all courses (with the exception of Arabic language and Islamic Studies) are taught in English. The time required to attain this level of English ability will vary depending on the student's level of achievement upon entering the program. Courses are taught in half-semester blocks. It is expected that most students will attain the required level in two full semesters, though some may require additional instruction.

Upon successful completion of the Preparation Year Program, students will be ready for acceptance into one of the three colleges of PMU.

SEQUENCE OF COURSES				
Subject	First Semester		Second Semester	
EFL 8-week modules offered in six selected levels [Ideal sequence in bold]				Level 6
			Level 5	Level 5
		Level 4	Level 4	Level 4
	Level 3	Level 3	Level 3	Level 3
	Level 2	Level 2	Level 2	
	Level 1	Level 1		
Math	Introductory Algebra		Intermediate Algebra	
			Pre-Calculus	
Study Skills and Learning Strategies	Theories and Applications of Learning I		Theories and Applications of Learning II	
Computing Skills	Computing skills to be continuously developed and integrated across all courses.			
	The Microsoft Office suite of applications (Outlook, Word, Access, Excel, PowerPoint, and FrontPage) as well as instruction in how to use electronic resources such as the Internet will be introduced during the first semester and continued in more detail during the second semester of the study skills and learning strategies courses.			



PREPARATION YEAR PROGRAM COURSE DESCRIPTIONS

Communication - PRPC

PRPC 0011: Low-Beginning Communication Skills (0,0) PRPC 0011 is a foundation course for low-proficiency EFL learners. It introduces students to basic reading skills, vocabulary for basic communication, speaking routines and patterns, and listening for comprehension and response. This course (Level 1) introduces PMU students to the student-centered, highly active and interactive EFL classroom environment, and to the expectations in that environment. **Prerequisite:** This course has no prerequisite. Assignment to course level follows placement tests at the beginning of the Preparation Year Program.

PRPC 0021: High-Beginning Communication Skills (0,0) PRPC 0021 consolidates basic reading, vocabulary acquisition, speaking, and listening skills learned at the low-beginning level. The course (Level 2) further introduces students to the reading skills and vocabulary-acquisition strategies and approaches that characterize all EFL classes at PMU. Emphasis on general speaking, active listening, and pronunciation skills continue in an integrated approach using more complex material. The classroom is student-centered and interactive. **Prerequisite:** PRPC 0011 (Level 1), or assignment to Level 2 following placement tests at the beginning of the Preparation Year Program.

PRPC 0031: Low-Intermediate Communication Skills (0,0) PRPC 0031 moves students beyond passive reading to a more active, analytical approach to the material. Students begin structured study of high-frequency academic words from the Academic Word List. Listening activities develop students' facility in understanding material organized according to major patterns of thought and speech. All previous reading, vocabulary, speaking, and listening skills are reviewed and further developed using higher-level materials and an integrated-skills approach. **Prerequisite:** PRPC 0021 (Level 2), or assignment to Level 3 following placement tests at the beginning of the Preparation Year Program.

PRPC 0041: High-Intermediate Communication Skills (0,0) In PRPC 0041 reading, vocabulary, speaking, and listening activities continue to become more analytical and academic in focus, preparing students to meet university-level expectations. Reading skills training continues, as reading materials become longer and more complex. Vocabulary acquisition skills are emphasized, and another section of the Academic Word List is added for study. Academic listening skills become a primary emphasis, with training in lecture-listening and note taking strategies. Students learn and practice academic speaking formats. **Prerequisite:** PRPC 0031 (Level 3), or assignment to Level 4 following placement tests at the beginning of the Preparation Year Program.

PRPC 0051: Low-Advanced Communication Skills (0,0) PRPC 0051 begins to bridge the gap between EFL instruction and the use of English in realistic academic activities. Reading skills training continues with longer, authentic material. Word-attack skills and additional words from the Academic Word List prepare students for university-level

reading. Longer, more complex authentic listening activities are part of this course. The academic emphasis of the class does not, however, diminish the communicative, interactive, and student-centered nature of the classroom. **Prerequisite:** PRPC 0041 (Level 4), or assignment to Level 5 following placement tests at the beginning of the Preparation Year Program.

PRPC 0061: High-Advanced Communication Skills (0,0) PRPC 0061 reviews and consolidates all the reading skills and vocabulary word-attack skills students learned at previous levels, using a variety of university-level material. Readings are longer and the final words from the Academic Word List are studied. Academic listening tasks are long, complex, and realistic to prepare students for a successful transition into university classes. The classroom remains student-centered, with interactive, integrated-skills activities. **Prerequisite:** PRPC 0051 (Level 5), or assignment to Level 6 following placement tests at the beginning of the Preparation Year Program.

Writing - PRPW

PRPW 0011: Low-Beginning Writing Skills (0,0) This low-beginning Writing Skills course introduces the student to the basics of English grammar and composition with the goal of elementary proficiency in speaking and writing. This is achieved through extensive pair and group activities in the classroom as well as directed composition, spelling, and mechanics at the basic paragraph level. **Prerequisite:** This course has no prerequisite. Assignment to course level follows placement tests at the beginning of the Preparation Year Program.

PRPW 0021: High-Beginning Writing Skills (0,0) This high-beginning writing course provides a strong foundation in English grammar with acquisition of present and past verb tenses in simple and progressive forms, an introduction to present perfect, basic modals, and comparison, as well as other high-beginning structures. In this Level 2 course, students learn to apply the grammar at the high-beginning level in writing and speaking, focusing on monitoring for accurate use of the language. Basic paragraph-writing skills are formed through an introduction to the writing process and the incorporation of organization, simple sentence structure and mechanics. **Prerequisite:** PRPW 0011 (Level 1), or assignment to Level 2 following placement tests at the beginning of the Preparation Year Program.

PRPW 0031: Low-Intermediate Writing Skills (0,0) This low-intermediate writing course introduces or reviews major grammatical concepts. In addition, the course provides an introduction to the fundamentals of academic writing at the intermediate level, focusing on the mastery of paragraph organization and development, three-paragraph essays of classification, cause and effect, comparison and contrast, an introduction to the five-paragraph essay, and the use of transitions. In this Level 3 course, students refine their knowledge of English writing mechanics and conventions through word processing, and apply their developing knowledge of grammar and sentence structure to their writing. Beginning research and documentation skills are introduced. **Prerequisite:** PRPW 0021 (Level 2), or assignment to Level 3 following placement tests at the beginning of the Preparation Year Program.

PRPW 0041: High-Intermediate Writing Skills (0,0) This high-intermediate writing

course focuses on academic writing, making the transition to the development of unified, coherent essays. In addition, the final writing project is a documented essay, the result of training in basic library and Internet research methods and the fundamentals of academic documentation. In this Level 4 course, major topics in grammar are reviewed and complex sentence structure is covered, with students expected to begin writing mature, sophisticated sentences. **Prerequisite:** Successful completion of PRPW 0031 (Level 3), or assignment to Level 4 following placement tests at the beginning of the Preparation Year Program.

PRPW 0051: Low-Advanced Writing Skills (0,0) This low-advanced writing course focuses on writing essays with clarity of focus, cohesion, and development of main and supporting ideas. Other academic writing skills are addressed in this Level 5 course, including instruction and definition. Students refine their understanding of the writing process. The course also features a strong focus on the research process, particularly on synthesizing information and citing sources. This process culminates in a research paper at the low-advanced level. Students refine their control of complex sentence structure in both oral and written contexts and learn to use a variety of structures in their writing.

Prerequisite: PRPW 0041 (Level 4), or assignment to Level 5 following placement tests at the beginning of the Preparation Year Program.

PRPW 0061: High-Advanced Writing Skills (0,0) This high-advanced writing skills course focuses on increasing fluency and sophistication of essay writing at the high-advanced level, and the production of a research paper. This Level 6 course emphasizes summarizing, synthesizing, and argumentation, and addresses other academic writing skills. A review of advanced grammatical structures and their application to academic writing is included. **Prerequisite:** PRPW 0051 (Level 5), or assignment to Level 6 following placement tests at the beginning of the Preparation Year Program.

Mathematics - PRPM

PRPM 0011: Introductory Algebra (0,0) This course is an introduction to mathematical thinking in the context of the real number system and functional relationships. To assist in solving problems, the course incorporates the use of technology, specifically graphing calculators and Excel spreadsheets. **Prerequisite:** Satisfactory completion of high school algebra.

PRPM 0012: Intermediate Algebra (0,0) A continuation of PRPM 0011, this course focuses on mathematical thinking and data analysis applied to linear, quadratic, rational, logarithmic, and exponential functions. The course incorporates the use of technology to help solve problems, specifically through the use of graphing calculators and Excel spreadsheets. **Prerequisite:** PRPM 0011: Introductory Algebra.

PRPM 0022: Pre-Calculus (0,0) This course provides an overview of pre-calculus mathematics with an emphasis on elementary functions and their applications. The course incorporates the use of technology to help solve problems, specifically through the use of graphing calculators and Excel spreadsheets. **Prerequisite:** PRPM 0011: Introductory Algebra.

Study Skills and Learning Strategies - PRPL

PRPL 0011: Theories and Applications of Learning I (0,0) This course focuses on models of academic success founded on an understanding of learning theories from the fields of education and psychology and the application of those theories throughout the semester. Through a combination of guided application of learning strategies, individual academic advising, and instruction in and daily use of technology, students learn the skills necessary to achieve academic success. **Prerequisite:** Students must have achieved English Level 3 proficiency or higher, either by successful completion of Level 2 or by class assignment following placement tests at the beginning of the Preparation Year Program. Students in English Levels 1 or 2 will be placed in a special section of PRPL 0011 that covers the same skills and subject material using lower-level English skills and limited use of Arabic.

RPL 0012: Theories and Applications of Learning II (0,0) This course builds on the learning strategies, computer literacy skills, and self-management skills that students have gained in PRPL 0011: Theories and Applications of Learning I. The foundations of critical thinking will be introduced as well as the development of team communication skills, global awareness, and electronic resource skills. Through continued guided application of learning strategies, individual academic advising, computer software applications, and discussion of career and professional development issues, students will continue to build on the skills necessary to achieve academic success. **Prerequisite:** Students must have earned at least a grade of “C” or better in PRPL 0011. They must have achieved English Level 4 proficiency or higher, either by successful completion of Level 3 or by class assignment following placement tests at the beginning of the Preparation Year Program.

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