

## **COURSE SYLLABUS**

### **CSC10121 – Soft Skills**

#### **1. GENERAL INFORMATION**

Course name	: Soft Skills
Course name (in Vietnamese)	: Kỹ năng mềm
Course ID	: CSC10101
Knowledge block	:
Number of credits	: 4
Credit hours for theory	: 45
Credit hours for practice	: 30
Credit hours for self-study	: 90
Prerequisite	: None
Prior-course	: None
Instructors	: Mr. Lương Văn Minh

#### **2. COURSE DESCRIPTION**

This course aims to provide students with basic knowledge and practices of soft skills such as communication, presentation, expression of ideas, personal work management, case handling, problem-solving skill and decision-making, collaboration and teamwork skills. This course focus on group activities, brain-storming meetings, working in a pair and share approach to help students acquire soft skills and to create an environment for students to practice skills through the project.

After this course, the students can practice dynamism, confidence, boldness, frank communication, know how to ask, listen, and understand important principles in communication.

### 3. COURSE GOALS

At the end of the course, students are able to

ID	Description	Program LOs
G1	Understand the role of soft skills.	
G2	Understand principles and apply basic thinking skills	
G3	Understand principles and apply basic presentation skills	
G4	Understand principles and apply basic communication skills	
G5	Understand principles and apply basic teamwork skills	
G6	Honesty and responsibility	

### 4. COURSE OUTCOMES

CO	Description	I/T/U
G1.1	Explain the meaning and role of soft skills.	
G2.1	Present and explain what the thinking activity and the principles of critical thinking, creative thinking are.	
G2.2	Give clear, logical, evident and impartial critical arguments	
G2.3	Give ideas, draw mind maps to find out solutions from a part to whole for a specific problem.	
G3.1	Present and explain the steps to prepare for a presentation.	

G3.2	Develop a script and content for a presentation basic presentation.	
G4.1	Present and explain the rules of verbal and nonverbal communication.	
G4.2	Be able to listen proactively, express with a caring attitude toward each other in communication activities.	
G5.1	Describe and explain the steps to form a team, meanings and rules of teamwork	
G5.2	Be able to plan, assign tasks, manage progress, evaluate team members' performance in a simple project.	
G6.1	Be disciplined, respect classroom/team rules, complete the assigned missions.	
G6.2	Respect and help mutually	
G6.3	Honesty in work and life	

## 5. TEACHING PLAN

ID	Topic	Course outcomes	Teaching/Learning Activities (samples)
1	Introduction	G1.1, G6.1, G6.2, G6.3	Lecturing, Q&A, Introduce yourself
2	Thinking skills	G1.1, G2.1, G2.2, G2.3, G6.3	Lecturing, Q&A Group discussion
3	Critical Thinking skills	G1.1, G2.1, G2.2, G2.3, G6.3	Lecturing, Q&A Group discussion Mindmap

4	Teamwork skills	G1.1, G5.1, G5.2, G6.1, G6.2, G6.3	Lecturing, Q&A Group discussion Role-playing game
5	Presentation skills	G1.1, G3.1, G3.2, G6.1, G6.2, G6.3	Lecturing Group discussion
6	Presentation skills	G1.1, G3.1, G3.2, G6.1, G6.2, G6.3	Lecturing Presentation
7	Communication skills	G1.1, G4.1, G4.2, G6.1, G6.2, G6.3	Lecturing Role-playing game

### Practice

ID	Topic	Course outcomes	Teaching/Learning Activities (samples)
1	Self-identification		Lecturing, Game
2	Thinking skills		Practice, Game, Q&A
3	Thinking skills		Practice, Game, Q&A
4	Progress report		Work presentation
5	Presentation skills		Practice, Game, Q&A
6	Presentation skills		Practice, Game, Q&A
7	Teamwork skills		Practice, Game, Q&A
8	Teamwork skills		Practice, Game, Q&A
9	Communication skills		Practice, Game, Q&A
10	Defend project		Presentation

## 6. ASSESSMENTS

ID	Topic	Description	Course outcomes	Ratio (%)
A1	<b>Theory</b>	Self-introduction, group discussion, report, ...		<b>50%</b>
A2	<b>Projects</b>	Teamwork with a project (discussion, thinking, teamwork, communication, presentation, ...)		<b>35%</b>
A3	<b>Lab session</b>	Thinking, team website design, infographic ,...		<b>15%</b>

## 7. RESOURCES

- Thinking, Fast and Slow - Daniel Kahneman.
- 6 Thinking hats – Edward de Bono.
- Critical Thinking: Tools for Taking Charge of Your Professional and Personal Life - Richard W. Paul & Linda Elder.
- Asking the Right Questions: A Guide to Critical Thinking - M. Neil Browne & Stuart M. Keyley

## 8. GENERAL REGULATIONS & POLICIES

- All students are responsible for reading and following strictly the regulations and policies of the school and university.
- Students who are absent for more than 3 theory sessions are not allowed to take the exams.
- For any kind of cheating and plagiarism, students will be graded 0 for the course. The incident is then submitted to the school and university for further review.
- Students are encouraged to form study groups to discuss on the topics. However, individual work must be done and submitted on your own.