

COURSE SYLLABUS

CSC10121 – Soft skills

1. GENERAL INFORMATION

Course name:	Soft skills
Course name (in Vietnamese):	Kỹ năng mềm
Course ID:	CSC10121
Knowledge block:	
Number of credits:	3
Credit hours for theory:	30
Credit hours for practice:	30
Credit hours for self-study:	90
Prerequisite:	None
Prior-course:	None
Instructors:	Lê Thanh Tùng

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 management, problem-solving and decision-making, collaboration and teamwork skills. This course setup an environment for students to work in teams and practice soft skills that complement team-work through the course project.

Through this course, students gain dynamism, confidence, and grasp important principles in thinking, communicating, and team-working.

3. COURSE GOALS

At the end of the course, students are able to

ID	Description	Program LOs
G1	Understand the importance of soft skills in life and career path.	
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.	I
G2.1	Present and explain what thinking activity is and the principles of critical thinking and creative thinking.	I
G2.2	Debate clearly, logically, with evidence and with fairness.	U
G2.3	Give ideas, draw mind maps to find out solutions from a part to whole for a specific problem.	U
G3.1	Present and explain the steps to prepare for a presentation.	I

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

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	Critical Thinking	G1.1, G2.1, G2.2, G2.3, G6.3	Lecturing, Q&A, Group discussion

3	Creative Thinking	G1.1, G2.1, G2.2, G2.3, G6.3	Lecturing, Q&A Group discussion Mindmap
4	Presentation	G1.1, G3.1, G3.2, G6.1, G6.2, G6.3	Lecturing Group discussion
5	Presentation	G1.1, G3.1, G3.2, G6.1, G6.2, G6.3	Lecturing Presentation
6	Teamwork	G1.1, G5.1, G5.2, G6.1, G6.2, G6.3	Lecturing, Q&A Group discussion Role-playing game
7	Communication	G1.1, G4.1, G4.2, G6.1, G6.2, G6.3	Lecturing Role-playing game
8	Summary	G1 → G6.	Group discussion Mindmap

Practice

ID	Topic	Course outcomes	Teaching/Learning Activities (samples)
1	Self-identification	G1.1, G6.1, G6.2, G6.3	Lecturing Game
2	Critical Thinking	G1.1, G2.1, G2.2, G2.3, G6.3	Practice Game Q&A

3	Creative Thinking	G1.1, G2.1, G2.2, G2.3, G6.3	Practice Game Q&A
4	Progress report	G5.2	Work presentation
5	Presentation	G1.1, G3.1, G3.2, G6.1, G6.2, G6.3	Practice Game Q&A
6	Presentation	G1.1, G3.1, G3.2, G6.1, G6.2, G6.3	Practice Game Q&A
7	Teamwork	G1.1, G5.1, G5.2, G6.1, G6.2, G6.3	Practice Game Q&A
8	Progress report	G5.2	Work presentation
9	Communication	G1.1, G4.1, G4.2, G6.1, G6.2, G6.3	Practice Game Q&A
10	Defend project	G1 → G6	Presentation Submit report

6. ASSESSMENTS

ID	Topic	Description	Course outcomes	Ratio (%)
A1	Theory	Self-introduction, group discussion, report, ...	G1 → G6	30%

A2	Projects	Teamwork with a project (discussion, thinking, teamwork, communication, presentation, ...)	G1 → G6	40%
A3	Lab session	Thinking, team website design, infographic ,...	G1 → G6	30%

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.