

Soft Skills (SFTS101)

Part 1: Course Information

Course Description

This course is (1) hour elective course that aims at introducing students to different soft skills that they might need in their daily lives and in their future career. These skills include communication skills, presentations and time management.

Prerequisite

None

Textbook & Course Materials

www.skillsyouneed.com

www.trainingcoursematerial.com

Required Text

None

Recommended Texts & Other Readings

None.

Course Structure

The course is delivered to students by lectures given to students by the teacher where discussions are highly involved through presenting new information. Then, students give presentations and at the end of the semester they sit for a one to one interview with the teacher.

Part 2: Student Learning Outcomes

Points	Description
70%	Being able to define terms of soft skills and have knowledge related to soft skills.
20%	giving presentations in class
10%	being able to answer questions in an interview
100	Total Points

Part 3: Grading Policy

30% midterm

20% presentation

30% journals

10% participation

10% interview

Part 4: Course Policies

Attend Class

Students are required to attend all classes regularly. According to the regulations of the university, students will be deprived from the course if they reach their fifth absence.

Part 5: Topic Outline/Schedule

Week	Topic or Chapter	Activities (if there is any)
1	Discussing the main concepts goals and outcomes of the course. Discussing course description, rules, tasks and expectations. Lecture 2: Sharing thoughts on the importance of soft skills and emotional intelligence	
2	Orientation, introducing basic elements of soft skills Lecture	
3	Soft Skills: the German Year and Career life Lecture 2: Soft Skills and Social life	
4	Presentation Skills Lecture 2: Verbal Communication and Effective Speaking	
5	Nonverbal Communication Lecture 2: Listening Skills	
6	Lecture 1: Teamwork Skills Lecture 2: Leadership Skills	
7	Negotiation and Problem Solving Lecture 2: Proactivity and Time Management	
8	lecture 1: Interviews and Resumes Lecture 2: Self-esteem and Self Confidence	
9	Lecture 1: Flexibility and Adaptability Lecture 2: Entrepreneurship	
10	Midterm	
11	journals	
12	interviews	
13	Interviews	
14	Interviews	
15	Interviews	