

SOFT SKILLS

UHS1021

Semester 1 (2017/2018)

COURSE SYNOPSIS

COURSE TITLE: SOFT SKILLS

COURSE CODE: UHS1021

UNIT; 1 CREDIT HOUR (2 HOURS X 14 WEEKS = 28 HOURS)

- This course is designed to expose students to:
 - a) Soft skills which are non-job specific skills that can be used in different occupations.
 - b) The 7 elements which are leadership, teamwork, communication, critical thinking & problem solving, life-long learning, ethics & moral professional skills and entrepreneurship skills through class activities.

COURSE OBJECTIVES

- By the end of semester, students should be able to;
 - a) Identify the soft skills elements
 - b) Analyze issues related to Soft Skills
 - c) Apply Soft Skills elements in selected activities

METHOD OF TEACHING & LEARNING

- 1) Lecture (30min) + group discussion (1 hour) + debriefing (10 min)
- 2) *Student-Centred Learning (SCL):* Problem Based Learning & Participation.

ASSESSMENT METHODS;

Project	30%
Problem Based Learning	40%
Final Test	30%

Total **100%**

*attendance/participation in class

7 ELEMENTS OF SOFT SKILLS

1. Ethics & Moral for Professional (EMP)
 2. Leadership Skills (LS)
 3. Team Work (TW)
 4. Critical thinking & Problem Solving (CTPS)
 5. Communication skills (CS)
 6. Information Management & Life Long Learning (LLL)
- * *Spiritual Intelligence (SI)*
7. Entrepreneurship (conducted by your faculty)

Week 1

INTRODUCTION TO SOFT SKILLS

- Understand the definition of Soft Skills.
- Understand the importance of Soft Skills.

Week 2

LEADERSHIP & TEAMWORKING SKILLS

- Define the leadership & teamworking skills.
- Identify the importance of leadership & teamworking skills.
- Apply the leadership & teamworking skills.

Week 3

INFORMATION MANAGEMENT & LIFE LONG LEARNING

- Define the learning capability skills.
- Identify the importance of learning capability skills in workplace & in dealing life challenges.
- Apply the learning capability skills.

Week 4-5

Group work
(20%): week
5

CRITICAL THINKING & PROBLEM SOLVING

- Define common understanding of the tools & concepts of critical thinking.
- Adapt & apply critical thinking strategies in activities.

Individual
assessment
(public
speaking)
started from
week 4

Week 6 & 7

ETHICS & MORAL FOR PROFESSIONAL.

- Define the positive values
- Identify the importance of positive values
- Apply the positive values (embedded)

Week 8 & 9

SPIRITUAL INTELLIGENCE

Venue and time will be announced later

Week 10 & 11

COMMUNICATION SKILLS

- Define verbal & non verbal communication skills
- Identify the importance of verbal & non verbal communication skills
- Apply the non verbal communication skills (i.e., first impression, disposition, images)-body language

Week 12 & 13

- Group Presentation
- Attachment 1 (Instructions)
- Attachment 2 (Rubric for evaluation)

Week 14

FINAL TEST (30%)

Case Study Questions

RULES AND REGULATIONS

- Attendance is compulsory (absent with reasons/letters/mc)
- Punctuality is a must
- Dress code based on UMP guidelines
- Handphone silent during class
- Teamworking inside classroom
- Seating arrangement based on groups
- Group organization (group leader, proposal etc)
- **Coursework marks below 10% at week 10 will be required to attend Soft Skills Clinic (intervention)**