Module Descriptions

Module designation	**Soft Skills**
Semester(s) in which the module is taught	5th/Third Year
Person responsible for the module	Prof. Dr. Utiya Azizah, M.Pd.
Language	Bahasa Indonesia (Regular Class) Bahasa Inggris (Internasional Class)
Relation to curriculum	Elective course
Teaching methods	Project-Based Learning, 2 workhours per week (2 x 170 minutes per week)
Workload (incl. contact hours, self-study hours)	1 CU for a bachelor's degree equals 170 minutes (50 minutes face-to-face, 60 minutes structured, 60 minutes independent learning) per week × 14 weeks, excluding mid and end-term exams. = 39.67 work hours per semester = 1.587 ECTS.
Credit points	2 Credit Units (CU) = 3.18 ECTS
Required and recommended prerequisites for joining the module	
Module objectives/intended learning outcomes	Upon successful completion of this module, students are expected to: 1. Develop Collaborative Skills 2. Develop Communication skills 3. Critical Thinking and Problem-Solving 4. Lifelong Learning and Self-Development
Content	The soft skills course is designed to equip students with non-technical skills that are essential for success in the workplace and everyday life. In this course, students will learn various soft skills, such as effective communication, leadership, teamwork, time management, and adaptability. Through interactive learning methods, such as group discussions, simulations, and practical exercises, students will have the opportunity to develop and apply these skills in a variety of situations, both academic and professional. In addition, this course will also discuss the importance of soft skills in building positive and productive relationships in the workplace. With a focus on self-development, the soft skills course invites students to conduct personal reflection and set goals to improve their interpersonal skills. Students will be given various tools and strategies to identify strengths and areas that need improvement, so that they can be better prepared to face the challenges of an increasingly competitive workplace. Through a comprehensive approach, this course not only aims to improve students' soft skills, but also to foster the positive attitude and self-confidence needed to contribute effectively to society.

Examination forms	Essay, presentation and practice/performance
Study and examination requirements	Study and Examination Requirements/Forms of Examination: 1. Individual assignments (literature review, analysis) 2. Group assignments / project work 3. Discussions and Q&A participation 4. Presentations and project documentation Assessment Recap (Project-Based Learning): 1. Participatory Activities: 50% 2. Practice/Performance: 50% Total: 100%
Reading list	1. Goleman, D. (2020). Emotional intelligence: Why it can matter more than IQ (25th anniversary edition). Bloomsbury Publishing. 2. Keltner, D. (2022). Awe: The new science of everyday wonder and how it can transform your life. Penguin Press. 3. Bradberry, T., & Greaves, J. (2021). Emotional intelligence 2.0. TalentSmart. 4. Seppälä, E., & Simon-Thomas, E. (2021). The happiness track: How to apply the science of happiness to accelerate your success. Harper One. 5. Sinek, S. (2020). The infinite game. Portfolio. 6. Grant, A. (2021). Think again: The power of knowing what you don't know. Viking. 7. Brown, B. (2021). Atlas of the heart: Mapping meaningful connection and the language of human experience. Random House. 8. Carnegie, D. (2021). How to win friends and influence people in the digital age. Simon & Schuster. 9. Petriglieri, G. (2020). Inseparable: How family and work are connected in today's world. Harvard Business Review Press. 10. Hymer, S. M., & Dunne, A. (2021). Mindfulness-based cognitive therapy for emotional intelligence. WileyBlackwell. 11. Friedman, S. D., & Greenhaus, J. H. (2022). Work and Family - Allies or Enemies?: What Happens When Business nProfessionals Confront Their Personal Lives. Oxford University Press. 12. Bento, R. F., & Mura, P. (2021). Developing Soft Skills for Student Success: A Guide to Effective Communication, Leadership, and Teamwork. Wiley. 13. Woolf, P., & Minford, P. (2020). The Impact of Soft Skills on College Students' Career Readiness. Journal of Career Development, 47(1), 39-53. 14. Schwab, K. (2021). The Fourth Industrial Revolution. Crown Business. 15. Baker, M. L., & Baldwin, R. G. (2021). The Role of Soft Skills in Enhancing Student Learning and Success in Higher Education. Journal of College Student Development, 62(6), 684-697.