



Syllabus of the academic discipline «Training-course «SOFT SKILLS»

Speciality	<i>D3 Management</i>
Education program	<i>Business administration</i>
Educational qualification	<i>first (bachelor)</i>
Type of the discipline	<i>Compulsory</i>
Language of teaching	<i>English</i>
Academic year / Semester	<i>4th academic year, 2nd Semester</i>
Number of credits ECTS	<i>3</i>
Distribution by types of classes and hours of study	<i>Lectures – 12 hours. Laboratory – 24 hours. Independent training – 54 hours.</i>
Final assessment	<i>Report</i>
Department	<i>Management, Business and Administration department, room 210 (main block), Web page: https://www.kmib.hneu.com</i>
Lecturer (s)	<i>Myronova Olga Mykolayivna, Cand Sc. (Economic), Associate Professor</i>
Contacts of lecturer (s)	<i>Myronova O. M.: olga.myronova@hneu.net</i>
Study days	<i>due to timetable</i>
Consultations	<i>At the Management, Business and Administration department, off-line; due to timetable of consultations, personal</i>

The purpose of the discipline: is generating theoretical knowledge and practical skills for developing and implement the soft skills in professional activities

Structural and logical scheme of the course

Prerequisites	Postrequisites
Communication and Social Responsibility	Management
Management 2	Comprehensive training
Fundamentals of leadership and organizational dynamics	
Foreign language for academic and professional communication	
Management in multicultural diversity conditions	

Content of the academic discipline

- Topic 1. The meaning of the soft skills**
- Topic 2. Soft skills vs. hard skills**
- Topic 3. Soft skills benefits for business**
- Topic 4. Top Soft skills in business activities**
- Topic 5. Best ways to implement soft skills in the business activities**
- Topic 6. Final reporting**

Material and technical (software) for discipline support

Multimedia Projector

The system of the study results assessment

The system of assessment of the formed competencies takes into account the types of classes, which include lectures, laboratory classes, as well as independent work. Assessment of the formed competencies of students is carried out according to the accumulative 100-point system. Current control, which is carried out during the semester during laboratory classes and independent work is



assessed by the sum of points scored. The maximum possible number of points for the current and final control during the semester – 100 and the minimum possible number of points – 60.

Current control includes the following control measures: presentations on topics; and writing report.

More information that is detailed is in the Working plan.

Policies of the academic discipline

The teaching of the discipline is based on the principles of academic integrity. Violations of academic integrity include academic plagiarism, fabrication, falsification, write-off, deception, bribery, and biased evaluation. For violation of academic integrity, students are brought to the following academic responsibility: re-assessment of the relevant type of educational work

More detailed information on competencies, learning outcomes, teaching methods, forms of assessment, independent training are given in the Syllabus of the academic discipline (under construction).