

Course Description – Winter 2021 / 2022

Title	Soft Skills
Faculty	Business and Economics
Professor	Prof. Dr. Manfred Herbert Prof. Dr. Robert Richert Prof. Dr. Nancy Richter
ECTS	8
Level	Bachelor
Requirements	None
Add. Information	Students have to take a comprehensive written in-class examination during the official examination period (usually within the first three weeks after the end of the lecturing period).
Content	<p>1 Research Methodology (Prof. Dr. Herbert)</p> <p>1.1 Theory of Science: Basic Concepts, Objectives of Science, Linguistic Foundations, Definitions, Scientific Statements, Arguments, History of Science and Scientific Methods, Ethics of Science, Role of Value Judgments and Norms, Kinds of Scientific Literature</p> <p>1.2 How to Write a Thesis: Finding and Structuring a Topic, Time Management, Literature Research and Literature Analysis, Thesis Structure, Formal and Linguistic Presentation, Citing Sources, List of References</p> <p>2 Rhetoric (Prof. Dr. Richert)</p> <p>2.1 Reasoning 2.2 Biases and Fallacies 2.3 Communication Theory, Models and Methods 2.4 Intercultural Communication</p> <p>3 Project Management (Prof. Dr. Richter)</p> <p>3.1 Terms, Standards and Types of Projects 3.2 Corporate Culture and Project Management 3.3 Personal and Social Skills for Project Managers 3.4 Methodical-Technical Know-how for Projects: Initialization, Planning, Requirements and Goals, Control, Completion</p>