

Valid for 2023.FS

<b>Module Name: Communications</b>			
Module Code	w.BA.XX.2Komm.XX		
Module Description	Students are prepared to face the challenges of communicating in an ever more complex business and academic environment. They further develop existing communication skills and learn new techniques and methods of communication to deal with issues of relevance in a business context.		
Program and Specialization	<ul style="list-style-type: none"> <li>§ Business Administration - Specialization in Accounting, Controlling, Auditing</li> <li>§ Business Administration - Specialization in Banking and Finance</li> <li>§ Business Administration - Specialization in Behavioral Design</li> <li>§ Business Administration - Specialization in Economics and Politics</li> <li>§ Business Administration - Specialization in General Management</li> <li>§ Business Administration - Specialization in Marketing</li> <li>§ Business Administration - Specialization in Risk and Insurance</li> </ul>		
Legal Framework	Academic Regulations BSc dated 29.01.2009, for the degree programs in Business Administration, International Management, Business Information Technology, Business Law, Business Law and Applied Law, first adopted on 12.05.2009		
Module Category	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Module Type:</b> Compulsory</td> <td style="width: 50%;"><b>Program Phase:</b> First-Year Studies</td> </tr> </table>	<b>Module Type:</b> Compulsory	<b>Program Phase:</b> First-Year Studies
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ECTS	6		
Organizational Unit	W Kommunikation in Wirtschaft und Recht		
Module Coordinator	Jeannette Philipp (phij)		
Deputy Module Coordinator	Christian Stadler (stla)		
Prerequisite Knowledge	-		
Contribution to Program Learning Goals (Affected by Module)	<ul style="list-style-type: none"> <li>§ Professional Competence</li> <li>§ Methodological Competence</li> <li>§ Social Competence</li> <li>§ Self-Competence</li> </ul>		
Contribution to Program Learning Objectives	<ul style="list-style-type: none"> <li>Professional Competence <ul style="list-style-type: none"> <li>§ Knowing and Understanding Content of Theoretical and Practical Relevance</li> <li>§ Apply, Analyze, and Synthesize Content of Theoretical and Practical Relevance</li> <li>§ Evaluate Content of Theoretical and Practical Relevance</li> </ul> </li> <li>Methodological Competence <ul style="list-style-type: none"> <li>§ Problem-Solving &amp; Critical Thinking</li> <li>§ Scientific Methodology</li> <li>§ Work Methods, Techniques, and Procedures</li> <li>§ Information Literacy</li> <li>§ Creativity &amp; Innovation</li> </ul> </li> <li>Social Competence <ul style="list-style-type: none"> <li>§ Written Communication</li> <li>§ Oral Communication</li> <li>§ Teamwork &amp; Conflict Management</li> <li>§ Intercultural Insight &amp; Ability to Change Perspective</li> </ul> </li> <li>Self-Competence <ul style="list-style-type: none"> <li>§ Self-Management &amp; Self-Reflection</li> <li>§ Ethical &amp; Social Responsibility</li> <li>§ Learning &amp; Change</li> </ul> </li> </ul>		
Module Learning Objectives	<p>Students...</p> <ul style="list-style-type: none"> <li>§ are able to explain communicative design options such as public appeal funds, questioning techniques, and argument types and tactics.</li> <li>§ are able to list the elements of successful negotiation.</li> <li>§ name the elements of a scientific style.</li> <li>§ conduct a negotiation according to the Harvard Principle.</li> <li>§ draft and give a speech to persuade an audience</li> <li>§ analyze an abstract or management summary in terms of its structure.</li> <li>§ analyze complex communication situations using the Schulz von Thun model and find suitable solutions.</li> <li>§ evaluate negotiation styles and know strategies of effective negotiation.</li> <li>§ are able to evaluate (their own) paraverbal and nonverbal communication style in order to improve it.</li> <li>§ produce accurate texts that meet linguistic and academic style criteria.</li> <li>§ are able to argue effectively and respond to communication partners using suitable questioning and reasoning techniques.</li> </ul>		

	§ understand the full complexity of communication. § are able to explain and apply the various instruments of communication to solve communicative problems in the business context.		
Module Content	§ Foundations of professional communication § Argumentation techniques § Communication, especially negotiation techniques § Dealing with specific communication-related cases § Communicating in ways that are logically cohesive, well-structured, and take into account specific target audiences and situations § Academic writing § Expressing oneself effectively to reach a target audience § Paraverbal and nonverbal means of oral communication		
Links to other modules	-		
Methods of Instruction	§ Lecture § Interactive Instruction § Application Tasks § Case Studies § Exercises § Problem-Oriented Teaching	<b>Social Settings Used:</b> § Individual Work § Pair Work § Group Work	
Digital Resources	§ Reader § Teaching Videos § Practice and Application Exercises (with Key) § Case Studies (with Key) § Multiple Choice Tests		
Type of Instruction	<b>Classroom Instruction</b>	<b>Guided Self-Study</b>	<b>Autonomous Self-Study</b>
Large Class	28 h	-	
Small Class	28 h	60 h	
Group Instruction	-	-	
Practical Work	-	-	
Seminar	-	-	
<b>Total</b>	<b>56 h</b>	<b>60 h</b>	
Performance Assessment			
<b>End-of-module exam</b>	<b>Form</b>	<b>Length (min.)</b>	<b>Weighting</b>
Written exam	Closed book	60	75,00 %
<b>Permitted Resources</b>	No calculator		
<b>Others</b>			
	<b>Assessment</b>	<b>Length (min.)</b>	<b>Weighting</b>
Persuasive speech	Grade	5	25,00 %
Active participation in a double lesson on negotiation	Pass/Fail	90	-
Classroom Attendance Requirement	Mandatory Attendance: Other  In weeks 9 and 10 of the semester, there will be an exercise sequence on negotiation as part of a performance assessment (pass/fail). At the beginning of the semester, students will be divided into two groups and will participate in these exercises (90 min) either in SW 9 or 10. Participation in these exercises is mandatory. In case of non-participation, the performance record will be considered as not achieved and will be sanctioned with a grade deduction of half a grade from the final module grade. In case of illness, a medical certificate must be submitted within three days. A make-up date will then be offered shortly before the final module exams.		
Language of Instruction/Examination	German		
Compulsory Reading	§ Philipp, J. & Stadler, C. (2019). Argumentieren! Fallanalyse, Grundlagen, Übungen. 2nd edition. Zürich: vdf Hochschulverlag an der ETH Zürich. ISBN 978-3-7281-3941-2.		

Recommended Reading	<p>§ Klotzki, P. (2012). Wie halte ich eine gute Rede? In 7 Schritten zum Publikumserfolg. 2nd edition. München: dtv. ISBN 9783423508735.</p> <p>§ Reynolds, G. (2008). ZEN oder die Kunst der Präsentation. Mit einfachen Ideen gestalten und präsentieren. München: Pearson. ISBN 978-3-8273-2708-6.</p> <p>§ Thiele, A. (2006). Die Kunst zu überzeugen. Faire und unfaire Dialektik. 8th edition. Berlin u.a.: Springer. ISBN 978-3-322-87168-8.</p> <p>§ Thomson, A. (2001). Argumentieren – und wie man es gleich richtig macht. Stuttgart: Klett-Cotta. ISBN 3-608-94202-5.</p> <p>§ Schulz von Thun, F., Ruppel, J. &amp; Stratmann, R. (2010). Miteinander reden. Kommunikationspsychologie für Führungskräfte. 11th edition. Reinbek bei Hamburg: Rowohlt. ISBN 978-3-499-61531-3.</p> <p>§ Philipp, J. &amp; Stadler, C. (2014). Wie verhandle ich? Fallanalyse, Grundlagen, Übungen. 1st edition. Zürich: vdf Hochschulverlag an der ETH Zürich. ISBN 978-3-7281-3580-3.</p>
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