

2019.FS

Module Name: Skills for Business Studies	
Module Code	w.BA.XX.2Skill-en.XX
Module Description	The Skills for Business Studies module helps business administration students develop transferable skills (methodological, social, and self-competence). The focus topics of the module are the research process and project management. Classroom sessions are designed to impart (in-depth) basic knowledge. Guided and autonomous self-study assignments include a research proposal (written Performance Assessment 1) and a project management plan (written Performance Assessment 2). Both of these performance assessments are group assignments. They promote students' ability to work in teams and to resolve conflicts. The module is concluded with an end-of-module exam (multiple choice).
Program and Specialization	Business Administration - Banking and Finance (PiE)
Legal Framework	Academic Regulations BSc dated 29.01.2009, Appendix to the Academic Regulations for the degree programs in Business Administration, Business Information Technology, and Business Law, first adopted on 12.05.2009
Module Category	Module Type: Compulsory
	Program Phase: First-Year Studies
ECTS	6
Organizational Unit	W Zentrum für innovative Didaktik Ltg.
Module Coordinator	Reinhild Fengler (feng)
Deputy Module Coordinator	Andrea Reichmuth (reid)
Prerequisite Knowledge	None
Contribution to Program Learning Goals (Affected by Module)	<ul style="list-style-type: none"> § Professional Competence § Methodological Competence § Social Competence § Self-Competence
Contribution to Program Learning Objectives	<ul style="list-style-type: none"> Professional Competence <ul style="list-style-type: none"> § Knowing and Understanding Content of Theoretical and Practical Relevance § Apply, Analyze, and Synthesize Content of Theoretical and Practical Relevance § Evaluate Content of Theoretical and Practical Relevance Methodological Competence <ul style="list-style-type: none"> § Problem-Solving & Critical Thinking § Scientific Methodology § Work Methods, Techniques, and Procedures § Information Literacy § Creativity & Innovation Social Competence <ul style="list-style-type: none"> § Written Communication § Oral Communication § Teamwork & Conflict Management Self-Competence <ul style="list-style-type: none"> § Self-Management & Self-Reflection § Ethical & Social Responsibility § Learning & Change
Module Learning Objectives	<ul style="list-style-type: none"> Students... <ul style="list-style-type: none"> § are able to work with others in a constructive and purposeful manner § are able to develop their own research questions and examine them based on the stages of the research cycle, taking into account scientific quality criteria § are able to describe the elements of the research cycle § are able to develop a project management plan based on a predefined context § are able to describe project management processes (initiating, planning, executing, and closing, as well as monitoring and controlling) § are able to plan, organize, and critically reflect on their learning processes and actions, and assess own resources § are able to present content related to the module in writing in a manner which is clear, precise, and compelling
Module Content	<ul style="list-style-type: none"> § Scientific research § Project management § Team and conflict management § Decision-making § Critical thinking

Links to other modules	The content of this module is linked to the following modules: w.BA.XX.2Comm-en.XX		
	w.BA.XX.2IBS-en.XX		
	w.BA.XX.2Int-BF-en.XX		
Methods of Instruction	§ Lecture § Interactive Instruction § Application Tasks § Exercises § Project Work § Literature Review § Discussion	Social Settings Used: § Individual Work § Pair Work § Group Work	
Digital Resources	§ Practice and Application Exercises (with Key) § Handout (slides) § Thesis Writer		
Type of Instruction	Classroom Instruction	Guided Self-Study	Autonomous Self-Study
Large Class	56 h	72 h	
Small Class	-	-	
Group Instruction	-	-	
Practical Work	-	-	
Seminar	-	-	
Total	56 h	72 h	52 h
Performance Assessment			
End-of-module exam	Form	Length (min.)	Weighting
Written exam	Closed book	60	33,34%
Permitted Resources	No calculator	With dictionary	
Others	Assessment	Length (min.)	Weighting
Written Assignment	Grade	-	33,33%
Written Assignment	Grade	-	33,33%
Classroom Attendance Requirement	-		
Language of Instruction/Examination	English		
Compulsory Reading	-		
Recommended Reading	§ Saunders, M. & Lewis, P. (2018). Doing Research in Business and Management. 2nd edition. Harlow, England: Pearson. ISBN 978-1-292-13352-2. § Rowe, S. (2015). Project Management for Small Projects. 2nd edition. Tysons Corner, VA: Management Concepts Press. ISBN 978-1567264746.		
Comments	-		