

2019.FS

Module Name: BA Skills	
Module Code	w.BA.XX.2Skill-flex.XX
Module Description	The module BA Skills aims to enhance the generic competencies of students of business administration (methodological, social, and self-competence). The focus of the module is on scientific work and project management. In the classroom, students acquire (advanced) foundation knowledge. Guided and autonomous self-study assignments enable students to apply and check this knowledge as they produce a research proposal (written Performance Assessment 1) and a project management plan (written Performance Assessment 2). Both performance assessments are group assignments, which promotes students' ability to work in teams and addresses the issue of dealing with conflicts. A (multiple-choice) end-of-module exam concludes the module.
Program and Specialization	§ Business Administration - Banking and Finance (FLEX) § Business Administration - General Management (Flex)
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	Christian Rapp (rapp)
Deputy Module Coordinator	Andrea Reichmuth (reid)
Prerequisite Knowledge	-
Contribution to Program Learning Goals (Affected by Module)	§ Professional Competence § Methodological Competence § Social Competence § Self-Competence
Contribution to Program Learning Objectives	Professional Competence § 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 § Problem-Solving & Critical Thinking § Scientific Methodology § Work Methods, Techniques, and Procedures § Information Literacy § Creativity & Innovation Social Competence § Written Communication § Oral Communication § Teamwork & Conflict Management Self-Competence § Self-Management & Self-Reflection § Ethical & Social Responsibility § Learning & Change
Module Learning Objectives	Students... § are able to work with others in a constructive and purposeful manner. § take into consideration scientific criteria in developing their own research questions and answer these by means of the stages of a research cycle. § are able to describe the elements of a research cycle. § are able to describe a project management plan based on a given context. § are able to describe a project management processes (initiation, planning, execution, completion, as well as monitoring and control). § are able to plan and organize their actions and learning processes and assess their own resources. § are able to formulate written content clearly, accurately, and in a compelling manner.
Module Content	§ Scientific work § Project management § Team and conflict management § Decision theory § Critical thinking

Links to other modules	The content of this module is linked to the following modules:			
	w.BA.XX.2BWL-BO-flex.XX			
	w.BA.XX.2Int-BF.XX			
	w.BA.XX.2Int-GM.XX			
	w.BA.XX.2Int-RI.XX			
	w.BA.XX.2Komm-flex.XX			
	w.BA.XX.2LU.XX			
Methods of Instruction	§	Lecture	Social Settings Used: § Individual Work § Pair Work § Group Work	
	§	Interactive Instruction		
	§	Application Tasks		
	§	Case Studies		
	§	Exercises		
	§	Project Work		
	§	Literature Review		
Digital Resources	§	Reader		
	§	Teaching Videos		
	§	Practice and Application Exercises (with Key)		
	§	Case Studies (with Key)		
	§	https://thesiswriter.zhaw.ch/de/		
	§	http://recherchieren-im-internet.ch/home.html		
	§	http://mystudybox.sml.ZHAW.ch/		
Type of Instruction		Classroom Instruction	Guided Self-Study	Autonomous Self-Study
	Large Class	28 h	100 h	
	Small Class	-	-	
	Group Instruction	-	-	
	Practical Work	-	-	
	Seminar	-	-	
	Total	28 h	100 h	52 h
Performance Assessment				
End-of-module exam	Form	Length (min.)	Weighting	
Written exam	Specified documentation	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	German			
Compulsory Reading	§ Bohinc, T. (2013). Grundlagen des Projektmanagements. Methoden, Techniken und Tools für Projektleiter. 6th edition. Offenbach: Gabal. ISBN 978-3-86936-121-5. 1st edition available free of charge via ZHAW login (VPN). § Voss, R. (2017). Wissenschaftliches Arbeiten. 5th edition. Stuttgart: UVK. ISBN 3-8252-8547-2. Available free of charge via ZHAW login (VPN).			
Recommended Reading	§ Maxwell, J. (2012). Qualitative Research Design: An Interactive Approach. SAGE. ISBN 978-1-4129-8119-4. § Kruse, O. (2014). Lesen und Schreiben. utb. ISBN 3-8385-4303-3.			
Comments	-			