Valid for 2023.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 their classes, students acquire (advanced) foundation knowledge. Students' performance is assessed using three performance assessments that will take place during the semester: Performance Assessment 1 consists of a proposal, Performance Assessment 2 is a project management plan (slide doc). Both are group assignments. A third performance assessment, the Skills Quest, consists of several tasks which students can undertake. If they complete them successfully, they are awarded points which will be converted into a grade at the end of the semester.	
Program and Specialization	§ Business Administration - Specialization in Banking and Finance (FLEX) § Business Administration - Specialization in General Management (Flex)	
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	**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	Fabienne Javet (jave)	
Prerequisite Knowledge	None	
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 develop, justify, and present a project idea § are able to describe the 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. § are able to plan a project effectively.	
Module Content	§ Academic research § Project management	
Links to other modules	The content of this module is linked to the following modules: w.BA.XX.2Ba-BO-flex.XX	

	w.BA.XX.2BWL-BO-flex.XX
	w.BA.XX.2HCM-flex.XX
	w.BA.XX.2Komm-flex.XX
	w.BA.XX.2Mark-flex.XX
	w.BA.XX.2Stat-flex.XX

Methods of Instruction	§ Lecture § Interactive Instruction § Application Tasks § Exercises § Project Work § Literature Review § Discussion § Group project § Blended Learning	**Social Settings Used:** § Individual Work § Pair Work § Group Work
Digital Resources	§ Reader § Teaching Videos § Practice and Application Exercises (with Key) § Multiple Choice Tests § https://thesiswriter.zhaw.ch/de/ § http://mystudybox.sml.ZHAW.ch/ § Moodle course	

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**
	-	-	-	-
	Permitted Resources	-		

	Others	**Assessment**	**Length (min.)**	**Weighting**
	Skills Quest	Grade	-	33,34 %
	Written Assignment	Grade	-	33,33 %
	Written Assignment	Grade	-	33,33 %

Classroom Attendance Requirement	Mandatory Attendance: None
Language of Instruction/Examination	German
Compulsory Reading	§ Bohnic, T. (2019). Grundlagen des Projektmanagements. Methoden, Techniken und Tools für Projektleiter. 7th edition. Offenbach: Gabal. ISBN 978-3-86936-912-9. Use ZHAW login (VPN) at https://ebookcentral.proquest.com/lib/zhaw/detail.action?docID=5731585 for free download. § Voss, R. (2020). Wissenschaftliches Arbeiten. 7th edition. UVK. ISBN 978-3825287740. Use ZHAW login (VPN) at https://www.utb-studi-ebook.de/wissenschaftliches-arbeiten-6785.html for free download.
Recommended Reading	§ Kruse, O. (2018). Lesen und Schreiben. 3rd edition. utb. ISBN 3-8385-4303-3.
Comments	The written performance assessments are completed in groups. For this purpose, students registered in this module must actively join a group in accordance with the following deadlines: • Registration "Research Proposal": end of Semester Week 2, 5 March 2023 • Registration "Project Management Plan": end of Semester Week 8, 16 April 2023 **Failure to register for a group by the stated deadline will result in a fail grade (1.0) being awarded for the respective performance assessment.**