

2019.HS

Module Name: BA Skills			
Module Code	w.BA.XX.2Skill.XX		
Module Description	This module promotes transferable business administration skills (i.e., methodological, social, and self-competence). It focuses on two areas: academic writing and project management. Classroom sessions are designed to deliver and acquire (in-depth) basic knowledge. Guided and autonomous self-study, including a research proposal (written Performance Assessment 1) and a project management plan (written Performance Assessment 2), is assigned to apply and review this knowledge. Both performance assessments are group projects. They promote the ability to work in teams and to resolve conflicts. In addition, the module covers critical thinking and decision-making theory. An end-of-module exam (multiple-choice) concludes the module.		
Program and Specialization	<ul style="list-style-type: none"> § Business Administration - Accounting, Controlling, Auditing § Business Administration - Banking and Finance § Business Administration - Economics and Politics § Business Administration - General Management § Business Administration - Risk and Insurance 		
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Module Type: Compulsory</td> <td style="width: 50%;">Program Phase: First-Year Studies</td> </tr> </table>	Module Type: Compulsory	Program Phase: First-Year Studies
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ECTS	6		
Organizational Unit	W Zentrum für innovative Didaktik Ltg.		
Module Coordinator	Andrea Reichmuth (reid)		
Deputy Module Coordinator	Fabienne Javet (jave)		
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	<p>Students...</p> <ul style="list-style-type: none"> § are able to work with others in a way that is constructive and effective. § are able to develop their own research questions based on scientific criteria and answer them while working through the stages of a research cycle. § are able to describe the elements of a research cycle. § are able to develop a project management plan within a predefined context. § are able to describe the project management processes (initiating, planning, execution, and completion, as well as monitoring and control). § are able to plan and organize their actions and their learning processes and manage their resources. § are able to write about content they have studied in a manner that is clear, concise, and compelling. 		

Module Content	§ Academic writing § Project management § Critical thinking § Decision-making theory		
Links to other modules	The content of this module is linked to the following modules: w.BA.XX.2Ba-BO.XX w.BA.XX.2BWL-BO.XX w.BA.XX.2Komm.XX w.BA.XX.2Mark.XX w.BA.XX.2Stat.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	§ Reader § Teaching Videos § Practice and Application Exercises (with Key) § Multiple Choice Tests		
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			
Written Assignment		Assessment	Length (min.)
Written Assignment		Grade	-
Written Assignment		Grade	-
Classroom Attendance Requirement	-		
Language of Instruction/Examination	German		
Compulsory Reading	§ Bohinc, T. (2019). Grundlagen des Projektmanagements. Methoden, Techniken und Tools für Projektleiter. 7. überarbeitete und erweiterte edition. Offenbach: Gabal. ISBN 978-3-86936-912-9. Available free of charge at: https://ebookcentral.proquest.com/lib/zhaw/detail.action?docID=5731585 using the ZHAW-Login (VPN). § Voss, R. (2019). Wissenschaftliches Arbeiten. 6th edition. München: UKV. ISBN 978-3-8252-8738-2. Available free of charge at: https://www.utb-studi-e-book.de/wissenschaftliches-arbeiten-6785.html using the ZHAW-Login (VPN).		
Recommended Reading	-		
Comments	The written performance assessments are group projects. All students of this module must join a group. The following schedule applies: - Registration for the Research Proposal performance assessment: End of SW2, 29 Sept. 2019 - Registration for the Project Management Plan performance assessment: End of SW9, 17 Nov. 2019 Failure to meet these group registration deadlines will result in a grade of 1.0 in the respective performance assessment for that student.		