

Valid for 2021.HS

<b>Module Name: BA Skills</b>			
Module Code	w.BA.XX.2Skill.XX		
Module Description	This module deals with two topics in particular: academic writing and project management. In addition to professional skills in these areas, it promotes interdisciplinary skills (methodological and social skills; self-competence) needed by students in completing their assignments (such as effective teamwork). Students acquire and consolidate (in-depth) fundamental knowledge. Learning is confirmed in three performance assessments: Students work in groups to write a research proposal (Written Performance Assessment 1) and a project management plan in the form of a slide presentation (Written Performance Assessment 2). The third performance assessment, the Skills Quest, is an individual piece of work consisting of a set of tasks students can complete to earn points used to calculate a final grade at the end of the semester.		
Program and Specialization	<ul style="list-style-type: none"> <li>§ Business Administration - Accounting, Controlling, Auditing</li> <li>§ Business Administration - Banking and Finance</li> <li>§ Business Administration - Economics and Politics</li> <li>§ Business Administration - General Management</li> <li>§ Business Administration - Risk and Insurance</li> </ul>		
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%;"><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 Zentrum für innovative Didaktik Ltg.		
Module Coordinator	Fabienne Javet (jave)		
Deputy Module Coordinator	Christian Rapp (rapp)		
Prerequisite Knowledge	none		
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	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> 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> Social Competence <ul style="list-style-type: none"> <li>§ Written Communication</li> <li>§ Oral Communication</li> <li>§ Teamwork &amp; Conflict Management</li> </ul> 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>		
Module Learning Objectives	Students... <ul style="list-style-type: none"> <li>§ are able to work with others in a way that is constructive and effective.</li> <li>§ are able to develop their own research questions based on scientific criteria and answer them while working through the stages of a research cycle.</li> <li>§ are able to develop, explain, and present a project idea.</li> <li>§ are able to plan, organize, and reflect on their actions and their learning processes.</li> <li>§ are able to present content they have researched clearly, accurately, and in a compelling manner, both orally and in writing.</li> <li>§ are able to plan a project effectively.</li> </ul>		
Module Content	<ul style="list-style-type: none"> <li>§ Academic writing</li> <li>§ Project management</li> </ul>		

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.2HCM.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	<b>Social Settings Used:</b> § Individual Work § Pair Work § Group Work	
Digital Resources	§ Reader § Teaching Videos § Practice and Application Exercises (with Key) § Multiple Choice Tests § <a href="https://thesiswriter.zhaw.ch/en/">https://thesiswriter.zhaw.ch/en/</a> § <a href="https://mystudybox.sml.zhaw.ch/">https://mystudybox.sml.zhaw.ch/</a> § Moodle course		
Type of Instruction	<b>Classroom Instruction</b>	<b>Guided Self-Study</b>	<b>Autonomous Self-Study</b>
Large Class	56 h	72 h	
Small Class	-	-	
Group Instruction	-	-	
Practical Work	-	-	
Seminar	-	-	
<b>Total</b>	<b>56 h</b>	<b>72 h</b>	<b>52 h</b>
Performance Assessment			
<b>End-of-module exam</b>	<b>Form</b>	<b>Length (min.)</b>	<b>Weighting</b>
-	-	-	-
<b>Permitted Resources</b>	-		
<b>Others</b>			
	<b>Assessment</b>	<b>Length (min.)</b>	<b>Weighting</b>
Skills Quest	Grade	-	40,00 %
Written Assignment	Grade	-	30,00 %
Written Assignment	Grade	-	30,00 %
Classroom Attendance Requirement	Mandatory Attendance: None		
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: <a href="https://ebookcentral.proquest.com/lib/zhaw/detail.action?docID=5731585">https://ebookcentral.proquest.com/lib/zhaw/detail.action?docID=5731585</a> using the ZHAW-Login (VPN). § Voss, R. (2020). Wissenschaftliches Arbeiten. 7th edition. München: UKV. ISBN 3825287742. Available free of charge at: <a href="https://elibrary.utb.de/doi/epdf/10.36198/9783838587745">https://elibrary.utb.de/doi/epdf/10.36198/9783838587745</a> using the ZHAW-Login (VPN).		
Recommended Reading	-		
Comments	<p>The module description is based on the assumption that in the fall semester 2021 classes and exams will both take place on campus. Changes affecting the module or type of performance assessment are however possible at short notice if the situation changes due to the pandemic.</p> <p>The written performance assessments are group projects. All students in this module must join a group. The following schedule applies:</p> <ul style="list-style-type: none"> <li>- Registration for the Research Proposal performance assessment: End of SW2, October 3rd 2021</li> <li>- Registration for the Project Management Plan performance assessment: End of SW8, November 14, 2021</li> </ul> <p>Failure to register for a group by the stated deadline will result in a fail grade (1.0) for the respective performance assessment.</p>		