

Valid for 2024.FS

Module Name: BA Skills	
Module Code	w.BA.XX.3Skill-FLEX.XX
Module Description	The Business Administration Skills module promotes the interdisciplinary skills of business administration students (methodological, social, and personal skills). The module focuses on the areas of "scientific work" and "project management". Here, (in-depth) fundamentals are taught and developed during the course. Performance is assessed during the semester on the basis of three different performance assessments: A disposition (written performance assessment 1) and a project management plan in the form of a slide doc (written performance assessment 2) are created in group work. The third performance assessment - the skills quest - consists of various tasks that can be completed by the students. Successfully completed tasks lead to points that are 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, and 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.2Komm-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	24 h	104 h	
Small Class	-	-	
Group Instruction	-	-	
Practical Work	-	-	
Seminar	-	-	
Total	24 h	104 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. (2022). Wissenschaftliches Arbeiten. 8th edition. UVK. ISBN 9783825288129. 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	Written assessments are completed in groups. It is therefore necessary for the students of the module to divide themselves into a group. The dates are: <ul style="list-style-type: none"> • Entry of disposition performance assessment: End of SW 2, 3 March 2024 • Entry of project management plan performance assessment: End of SW 8, 14 April 2024 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.		