

Valid for 2022.FS

Module Name: Skills for Business Studies		
Module Code	w.BA.XX.2Skill-en.XX	
Module Description	The focus topics of the module Skills for Business Studies are a) the research process and academic writing and b) project management. The module also helps business administration students develop transferable skills (methodological, social, and self-competence) useful for their studies. Students will put the knowledge gained into practice in three graded performance assessments: research proposal (Performance Assessment 1), project management plan (Performance Assessment 2), and "Skills Quest" (Performance Assessment 3). Performance Assessments 1 and 2 are group assignments promoting students' ability to work in teams and to resolve conflicts. The "Skills Quest" performance assessment consists of a series of assignments for which students can collect points, the sum of which will be converted into a grade at the end of the semester.	
Program and Specialization	Business Administration - Banking and Finance (PiE)	
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	Reinhild Fengler (feng)	
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. § are able to describe the elements of the research cycle. § are able to develop own research questions and examine them based on the stages of the research cycle, taking into account scientific quality criteria. § are able to describe project management processes (initiating, planning, executing, and closing, as well as monitoring and controlling). § are able to develop a project idea. § are able to plan, organize, and critically reflect on their learning processes and actions, and assess their own resources. § are able to find scholarly literature for research and writing assignments.	
Module Content	§ Scientific research and academic writing § Project management	
Links to other modules	The content of this module is linked to the following modules: w.BA.XX.2Comm-en.XX w.BA.XX.2IBS-en.XX	

	w.BA.XX.2Int-BF-en.XX		
	w.BA.XX.2Strat-en.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	§ Teaching Videos § Teaching Materials § Practice and Application Exercises (with Key) § Multiple Choice Tests § Handout (Slides) § Thesis Writer § Videoconferencing (e.g. MS Teams, Webex, Zoom)		
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
-	-	-	-
Permitted Resources	-		
Others	Assessment	Length (min.)	Weighting
Written Assignment	Grade	-	30,00 %
Written Assignment	Grade	-	30,00 %
Skills Quest	Grade	-	40,00 %
Classroom Attendance Requirement	Mandatory Attendance: None		
Language of Instruction/Examination	English		
Compulsory Reading	§ Saunders, M. & Lewis, P. (2018). Doing Research in Business and Management. 2nd edition. Harlow, England: Pearson. ISBN 978-1-292-13352-2. (Also available as ebook.). § Rowe, S. (2015). Project Management for Small Projects. 2nd edition. Tysons Corner, VA: Management Concepts Press. ISBN 978-1-56726-474-6. (Also available as ebook.).		
Recommended Reading	§ Bell, E., Bryman, A. & Harley, B. (2019). Doing Research in Business and Management. 5th edition. Oxford University Press. ISBN 978-0-19-880987-6. § Pinto, J. (2020). Project Management: Achieving Competitive Advantage. 5th (global) edition. Harlow, UK: Pearson. ISBN 978-1-292-26914-0.		
Comments	The written Performance Assessments 1 and 2 are group projects. All students in this module must join a group. Failure to register for a group by the deadline indicated in the semester program will result in a fail grade (1.0) being awarded for the respective performance assessment.		