

Valid from 2025.FS

Module description: BA Skills		
Module Code	w.BA.XX.2Skill.XX	
ECTS Credits	6	
Language of Instruction/Examination	German	
Module Description	<p>The Business Administration Skills module deals with the topics of "academic writing" and "project management". In addition to subject-specific skills in these areas, interdisciplinary skills (methodological, social and personal skills) are also promoted, which are required to successfully complete a degree program (e.g. working successfully in groups). To this end, (in-depth) fundamentals are taught and developed by the students. Performance is assessed during the semester by means of three different assessments: In group work, a disposition (written performance assessment 1) and a project management plan in the form of a slide doc (written performance assessment 2) are created. The third (individual) assessment - the skills quest - consists of various tasks that students can complete. Successfully completed tasks lead to points that are converted into a grade at the end of the semester.</p>	
Organizational Unit	Zentrum für innovative Didaktik LtG.	
Module Coordinator	Fabienne Javet	
Deputy Module Coordinator	Reinhild Fengler	
Program and Specialization	<ul style="list-style-type: none"> • Business Administration - Specialization in Accounting, Controlling, Auditing • Business Administration - Specialization in Banking and Finance • Business Administration - Specialization in Behavioral Design • Business Administration - Specialization in Economics and Politics • Business Administration - Specialization in Financial Management • Business Administration - Specialization in General Management • Business Administration - Specialization in Marketing • Business Administration - Specialization in Politics and Management • Business Administration - Specialization in Risk and Insurance 	
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
Prerequisite Knowledge	none	
Contribution to Program Learning Objectives (by the concerned Module)	<ul style="list-style-type: none"> • Professional Competence • Methodological Competence • Social Competence • Self-Competence 	

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Contribution to Program Learning Objectives	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 develop, explain, and present a project idea. • are able to plan, organize, and reflect on their actions and learning processes. • are able to present content they have researched in a clear, accurate, and compelling manner, both orally and in writing. • are able to plan a project effectively. 		
Module Content	<ul style="list-style-type: none"> • Academic writing • Project management 		
Links to other modules	<p>This module is linked to the following modules:</p> <ul style="list-style-type: none"> • w.BA.XX.2HCM.XX • w.BA.XX.2Komm.XX • w.BA.XX.2Stat.XX • w.BA.XX.2Ba-BO.XX • w.BA.XX.2Mark.XX • w.BA.XX.2BWL-BO.XX 		
Digital Learning Resources	<ul style="list-style-type: none"> • Reader • Teaching Videos • Practice and Application Exercises (with Key) • Multiple Choice Tests • https://mystudybox.sml.zhaw.ch/ • Moodle course • https://thesiswriter.zhaw.ch/en/ 		
Methods of Instruction	<table border="1"> <tr> <td data-bbox="485 1509 971 1706"> <ul style="list-style-type: none"> • Application Tasks • Exercises • Project Work • Literature Review • Interactive Instruction • Lecture • Discussion </td><td data-bbox="979 1509 1474 1706"> Social Settings Used: <ul style="list-style-type: none"> • Group Work • Individual Work • Pair Work </td></tr> </table>	<ul style="list-style-type: none"> • Application Tasks • Exercises • Project Work • Literature Review • Interactive Instruction • Lecture • Discussion 	Social Settings Used: <ul style="list-style-type: none"> • Group Work • Individual Work • Pair Work
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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	Format	Length (min.)	Weighting
	Written Assignment	Grade	Gruppenarbeit	0	30.00
	Skills Quest	Grade	Andere	0	40.00
	Written Assignment	Grade	Gruppenarbeit	0	30.00
Classroom Attendance Requirement	None				
Compulsory Reading	<ul style="list-style-type: none">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. (2024). Wissenschaftliches Arbeiten.. 9 Edition. München: UKV. ISBN 9783825288129. Available free of charge at: https://elibrary.utb.de/doi/book/10.36198/9783838588322 using the ZHAW-Login (VPN).				
Recommended Reading					
Comments	<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">Registration for the research proposal performance assessment: End of SW2, 2 March 2025Registration for the project management plan performance assessment: End of SW8, 13 April 2025 <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>				