

Valid from 2025.FS

Module description: BA Skills		
Module Code	w.BA.XX.3Skill-FLEX.XX	
ECTS Credits	6	
Language of Instruction/Examination	German	
Module Description	<p>The focus of the Business Administration Skills module is on the areas of “scientific work” and “project management.” In addition to specialist skills in these areas, interdisciplinary skills (methodological, social, and personal skills) are promoted. (In-depth) basics are taught and developed by the students. Performance is assessed during the semester on the basis of three different performance assessments: A research proposal (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.</p>	
Organizational Unit	Zentrum für innovative Didaktik Ltg.	
Module Coordinator	Reinhild Fengler	
Deputy Module Coordinator	Fabienne Javet	
Program and Specialization	<ul style="list-style-type: none"> • 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
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 	
Contribution to Program Learning Objectives	<p>Professional Competence</p> <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 <p>Methodological Competence</p> <ul style="list-style-type: none"> • Problem-Solving & Critical Thinking • Scientific Methodology • Work Methods, Techniques, and Procedures • Information Literacy • Creativity & Innovation <p>Social Competence</p> <ul style="list-style-type: none"> • Written Communication • Oral Communication • Teamwork & Conflict Management <p>Self-Competence</p> <ul style="list-style-type: none"> • Self-Management & Self-Reflection • Ethical & Social Responsibility • Learning & Change 	

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Module Learning Objectives	Students... <ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Academic research• Project management																															
Links to other modules	This module is linked to the following modules: <ul style="list-style-type: none">• w.BA.XX.3Stat-FLEX.XX• w.BA.XX.3Komm-FLEX.XX• w.BA.XX.3BWL-BO-FLEX.XX• w.BA.XX.3Ba-BO-flex.XX• w.BA.XX.3Mark-FLEX.XX• w.BA.XX.3HCM-FLEX.XX																															
Digital Learning Resources	<ul style="list-style-type: none">• Reader• Teaching Videos• Practice and Application Exercises (with Key)• Multiple Choice Tests• https://thesiswriter.zhaw.ch/en_gb• http://mystudybox.sml.ZHAW.ch/• Moodle course																															
Methods of Instruction	<ul style="list-style-type: none">• Interactive Instruction• Application Tasks• Literature Review• Lecture• Project Work• Exercises• Discussion• Group project• Blended learning		Social Settings Used: <ul style="list-style-type: none">• Group Work• Individual Work• Pair Work																													
Type of Instruction	<table><tr><th></th><th>Classroom Instruction</th><th>Guided Self-Study</th><th>Autonomous Self-Study</th></tr><tr><td>Large Class</td><td>24 h</td><td>104 h</td><td></td></tr><tr><td>Small Class</td><td>-</td><td>-</td><td></td></tr><tr><td>Group Instruction</td><td>-</td><td>-</td><td></td></tr><tr><td>Practical Work</td><td>-</td><td>-</td><td></td></tr><tr><td>Seminar</td><td>-</td><td>-</td><td></td></tr><tr><td>Total</td><td>24 h</td><td>104 h</td><td>52 h</td></tr></table>					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
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Performance Assessment	End-of-module exam		Form	Length (min.)	Weighting
	-				
	Permitted Resources				
	Others	Assessment	Format	Length (min.)	Weighting
	Written Assignment	Grade	Gruppenarbeit	0	33.33
	Written Assignment	Grade	Gruppenarbeit	0	33.33
	Skills quest	Grade	Andere	0	33.34
Classroom Attendance Requirement	None				
Compulsory Reading	<ul style="list-style-type: none">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. (2024). Wissenschaftliches Arbeiten. 9 Edition. UVK. ISBN 9783825288327. Use ZHAW login (VPN) at https://elibrary.utb.de/doi/book/10.36198/9783838588322 for free download.				
Recommended Reading	<ul style="list-style-type: none">Kruse, O. (2018). Lesen und Schreiben. 3rd edition. utb. ISBN 3-8385-4303-3.				
Comments	<p>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:</p> <ul style="list-style-type: none">Registration of research proposal performance assessment: End of SW 2, 2 March 2025Registration of project management plan performance assessment: End of SW 8, 13 April 2025 <p>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.</p>				