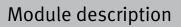
Module description

Module title					Abbreviation
Basics in Business Administration and Personnel Manageme				ient	07-SQA-GBP-072-m01
Module coordinator				Module offered by	
Coordinator BioCareers				Faculty of Biology	
ECTS Method of grading		Only after succ. compl. of module(s)			
5	numerical grade				
Duration		Module level	Other prerequisites		
· · · · · ·		undergraduate			
Contents					
Safety procedures in the biosciences, in particular radiation protection, handling of genetically modified orga- nisms, hygiene procedures and hazardous substances, working with lab animals. Fundamental concepts that help ensure an effective and efficient workflow in the biosciences. Structure and organisation of institutions in the bioscience/biotech sector. Process-based project management. HR management in the biosciences, respon- sibilities of managers/supervisors, appraisal interviews, target agreements, management styles.					
Intended learning outcomes					
Students have developed a fundamental knowledge of the regulations governing work in the bioscience sector and are familiar with fundamental organisational principles that are relevant for work in research and production. They are also familiar with fundamental principles of process-based project work in the biosciences.					
Courses (type, number of weekly contact hours, language — if other than German)					
 This module comprises 2 module components. Information on courses will be listed separately for each module component. o7-SQA-GBP-1-072: V + V (no information on SWS (weekly contact hours) and course language available) o7-SQA-GBP-2-072: S (no information on SWS (weekly contact hours) and course language available) 					
Method of assessment (type, scope, language – if other than German, examination offered – if not every semester, information on whether module is creditable for bonus)					
Assessment in this module comprises the assessments in the individual module components as specified be- low. Unless stated otherwise, successful completion of the module will require successful completion of all indi- vidual assessments.					
 Assessment in module component o7-SQA-GBP-1-072: Basics in Business Administration and Personnel Management (lecture) Basics in Business Administration and Personnel Management (lecture) 4 ECTS, Method of grading: numerical grade written examination (approx. 60 minutes) Assessment offered: once a year, winter semester 					
 Assessment in module component o7-SQA-GBP-2-072: Basics in Business Administration and Personnel Management (seminar) 1 ECTS, Method of grading: (not) successfully completed presentation (approx. 20 minutes) or term paper (approx. 5 to 10 pages) 					
 Assessment offered: once a year, winter semester 					
Allocation of places					
Additional information					
Workload					
Teaching cycle					

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Referred to in LPO I (examination regulations for teaching-degree programmes)

Module appears in

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keinem Studiengang zugeordnet

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