

Implementation plan Finished

Study unit	Business Operations and Processes (00303), 10.0
Implementation	HBA0911: 1/2009-2010 (24.08.2009 - 18.12.2009)
Type	COMPANY AND BUSINESS OPERATING ENVIRONMENTS (101)
Groups	Primary: HBA09SN Others :
Involved in the project	
Lecturers	
Number of participants	Minimum: 10 Maximum: 25
Enrolment period	25.05.2009 08:00 - 31.08.2009
Main timing for implementation	
Applicability	For exchange students: Yes For elective studies: No Open UAS student: No Suitable for virtual UAS: No
Teachers	Saarela Mervi (Teacher in charge), Koivusalo Kaija (Other teacher), Marmo Marjaana (Other teacher)
Campus	Laurea Leppävaara
Main location for implementation	
Implementation method	Optima realization/student group, Other method of implementation, Project/venture/R&D Language: English Virtuality: 2 cr Integration of R&D: 2 cr
Implementation class	
Focus areas	
Evaluation at the latest	31.01.2010 Storing of graded material ends.: 31.12.2010
Exam days	Real: See below
Having completed the study unit the student is able to	• model core and support business processes • understand order-delivery process • adapt the rules and regulations governing business in the workplace • carry out accounting for a small company • understand the relationship between business operations and processes and their role in creating added value for customers • recognise the role of values in business operations • understand the significance of information systems
Previous studies	
Generic competences	globalisaatio-osaamisen kuvaus
Previous studies, more information	None
Learning objectives	The competence gained in the study unit is to understand business operations holistically, and to see the significance of different parts and their interrelations as part of a customer-driven business. Competence is based on analysing stakeholders, operations and the processes of a company. Students will master the principles of accounting, law and logistics. Students will recognize the role of ethical values, confidence and responsibility in business operations. • basic business operations • process thinking in business (core and support processes)

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	• process modelling • responsibility in business operations • financial accounting • information systems supporting business operations and processes • legal thinking in business
Study material	Material for exams: Logistics exam: John J. Coyle, Edward J. Bardi, C. John Langley Jr.: The Management of Business Logistics. Chapter 2: Dimensions of Logistics pages 30-52 (53-72 not included: Approaches to analyzing logistics systems) Material provided by the lecturer, saved in Optima-> Logistics folder. Accounting exam: Business Basics, A study guide for degree students, Accounting, BPP Publishing or Aneirin Sion Owen: Accounting for Business Studies, Elsevier Ltd or some other basic book on financial accounting. www.yrityssuomi.fi (www.enterprisefinland.fi) Material provided by the lecturer, saved in Optima-> Accounting folder Legal thinking exam: Surakka, Alpo: Access to Finnish Law (pages 36-72 and 126-155), WSOY 2008 or 2005
Evaluation criteria and methods	Evaluation is based on assignments and exams, Exams : • Time 11.12.2009, Accounting, 1-5, 40% from total grade • Time 29.9.2009, Legal thinking, 1-5, 10% from total grade • Time Fri 27.11.2009, Logistics, approved/not approved

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	Exercises & assignments Processes & logistics: • exercises during classes, approved/not approved • learning assignment, deadline 25.11.2009 15.00, 1-5, 50% from total grade Accounting: • exercises in Optima (accounting concepts) and active participation in computer work (Nova C/S Pro), approved/not approved Legal thinking: • exercises during class
Project (name)	Co-operation with companies selected by the student teams or Learning by Developing project in co-operation with Bar Laurea.