

Implementation plan Finished

Study unit	Business Operations and Processes (00303), 10.0
Implementation	HBA0912: 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 - 07.06.2009
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	• 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

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	• recognise the role of values in business operations • understand the significance of information systems
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) and 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.enterpriseфинland.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 Exercises & assignments Processes & logistics: - exercises during classes, approved/not approved

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	- 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.