

Implementation plan Finished

Study unit	Business Communication Skills (00463), 5.0
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: Maximum:
Enrolment period	25.05.2009 08:00 - 05.06.2009
Main timing for implementation	
Applicability	For exchange students: Yes For elective studies: Yes Open UAS student: No Suitable for virtual UAS: No
Teachers	Vollar Michael (Teacher in charge)
Campus	Laurea Leppävaara
Main location for implementation	
Implementation method	Other method of implementation Language: English Virtuality: 0 cr Integration of R&D: 0 cr
Implementation class	
Focus areas	
Evaluation at the latest	31.01.2010 Storing of graded material ends.: 31.12.2010
Exam days	Re-exams: 19.11.2009, 21.01.2010
Having completed the study unit the student is able to	• understand basic terminology used in business English, and be able to use this terminology in free discussion • produce the key written documents belonging to the ordering process • produce a formal written report based on external source material and using house style • give an effective oral presentation on business topics
Previous studies	