

## Implementation plan Finished

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Study unit</b>                                             | Business IT skills (01284), 5.0                                                                                                                                                                                                                                                                                                                                                       |
| <b>Implementation</b>                                         | HBA1211: 1/2012-2013 (27.08.2012 - 05.12.2012)                                                                                                                                                                                                                                                                                                                                        |
| <b>Type</b>                                                   | INITIATION OF PROFESSIONAL GROWTH (A025)                                                                                                                                                                                                                                                                                                                                              |
| <b>Groups</b>                                                 | Primary: HBA12SN Others :                                                                                                                                                                                                                                                                                                                                                             |
| <b>Involved in the project</b>                                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Lecturers</b>                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Number of participants</b>                                 | <b>Minimum: Maximum:</b>                                                                                                                                                                                                                                                                                                                                                              |
| <b>Enrolment period</b>                                       | 21.05.2012 08:00 - 03.06.2012                                                                                                                                                                                                                                                                                                                                                         |
| <b>Main timing for implementation</b>                         |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Applicability</b>                                          | <b>For exchange students:</b> Yes <b>For elective studies:</b> No <b>Open UAS student:</b> No <b>Suitable for virtual UAS:</b> No                                                                                                                                                                                                                                                     |
| <b>Teachers</b>                                               | Tissari Lassi (Teacher in charge), Uutela Juha (Other teacher)                                                                                                                                                                                                                                                                                                                        |
| <b>Campus</b>                                                 | Laurea Leppävaara                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Main location for implementation</b>                       |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Implementation method</b>                                  | Optima realization/student group, Other method of implementation, Web/virtual <b>Language:</b> English <b>Virtuality:</b> 3 cr <b>Integration of R&amp;D:</b> 0 cr                                                                                                                                                                                                                    |
| <b>Implementation class</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Focus areas</b>                                            |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Evaluation at the latest</b>                               | 02.01.2013 <b>Storing of graded material ends.:</b> 21.12.2013                                                                                                                                                                                                                                                                                                                        |
| <b>Exam days</b>                                              | <b>Re-exams:</b> 17.01.2013, 21.02.2013                                                                                                                                                                                                                                                                                                                                               |
| <b>Having completed the study unit the student is able to</b> | <ul style="list-style-type: none"> <li>• gain knowledge of Information Systems (IS) that support business processes</li> <li>• understand the importance and meaning of Information Systems and take into account the possibilities of IS in planning business processes</li> <li>• work with spreadsheet programs</li> <li>• write reports using word processing programs</li> </ul> |
| <b>Previous studies</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                       |

## Learning events

| Date       | o'clock/at h |   | Subject                | Content | Status | Teachers                   |
|------------|--------------|---|------------------------|---------|--------|----------------------------|
| 29.08.2012 | 12:30        | 2 | Introduction           |         |        | Lassi Tissari, Juha Uutela |
| 05.09.2012 | 12:30        | 2 | IS                     |         |        | Lassi Tissari              |
| 12.09.2012 | 12:30        | 5 | SAP, Visiting lecturer |         |        | Lassi Tissari              |
| 19.09.2012 | 12:30        | 2 | Excel                  |         |        | Juha Uutela                |
| 26.09.2012 | 12:30        | 2 | Excel                  |         |        | Juha Uutela                |
| 03.10.2012 | 12:30        | 2 | Excel                  |         |        | Juha Uutela                |
| 10.10.2012 | 12:30        | 2 | IS - EXAM Part 1       |         |        | Lassi Tissari              |
| 17.10.2012 | 12:30        | 2 | Word                   |         |        | Juha Uutela                |
| 24.10.2012 | 12:30        | 2 | Word                   |         |        | Juha Uutela                |
| 31.10.2012 | 12:30        | 2 | Excel                  |         |        | Juha Uutela                |
| 07.11.2012 | 12:30        | 2 | IS                     |         |        | Lassi Tissari              |
| 14.11.2012 | 12:30        | 2 | IS                     |         |        | Lassi Tissari              |
| 21.11.2012 | 12:30        | 2 | IS                     |         |        | Lassi Tissari              |
| 05.12.2012 | 12:30        | 2 | IS - EXAM Part 2       |         |        | Lassi Tissari              |