

Implementation plan Finished

Study unit	Business Communication Skills (A0147), 5.0
Implementation	HBA1011: 1/2010-2011 (30.08.2010 - 20.12.2010)
Type	INITIATION OF PROFESSIONAL GROWTH (A025)
Groups	Primary: HBA10SN Others :
Involved in the project	
Lecturers	
Number of participants	Minimum: Maximum:
Enrolment period	24.05.2010 08:00 - 06.06.2010
Main timing for implementation	
Applicability	For exchange students: Yes For elective studies: No 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	20.01.2011 Storing of graded material ends.: 20.12.2011
Exam days	Real: November 2, 2010 Re-exams: 09.12.2010, 20.01.2011
Having completed the study unit the student is able to	• understand and use key business and financial terminology • create written reports using a formal style • give effective oral presentations on business topics • actively participate in business meetings and negotiations • understand and follow stylistic recommendations for business correspondence
Previous studies	

Learning events

Date	o'clock/at h	Subject	Content	Status	Teachers
		A0147 Business Communication Skills			