

Implementation plan Finished

Study unit	Business Communication Skills (A0147), 5.0
Implementation	HBA1311: 1/2013-2014 (29.08.2013 - 20.12.2013)
Type	INITIATION OF PROFESSIONAL GROWTH (A025)
Groups	Primary: HBA13SN Others :
Involved in the project	
Lecturers	Sebastian King
Number of participants	Minimum: Maximum:
Enrolment period	20.05.2013 08:00 - 02.06.2013
Main timing for implementation	
Applicability	For exchange students: Yes For elective studies: No Open UAS student: No Suitable for virtual UAS: No
Teachers	King Sebastian (Teacher in charge)
Campus	Laurea Leppävaara
Main location for implementation	
Implementation method	Optima realization/student group, Other method of implementation Language: English Virtuality: 0 cr Integration of R&D: 0 cr
Implementation class	
Focus areas	
Evaluation at the latest	20.01.2014 Storing of graded material ends.: 20.12.2014
Exam days	
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
29.08.2013	9-11.30	Orientation	The starting date might differ from the one given here. The programme for the rest of the study unit will be available in Optima in August.		Sebastian King