

Implementation plan Finished

Study unit	Business Communication Skills (A0147), 5.0
Implementation	HCA1211: 1/2012-2013 (06.09.2012 - 06.12.2012)
Type	DEVELOPMENT OF CORE COMPETENCES IN THE FIELD (A801)
Groups	Primary: HCA11SN Others :
Involved in the project	
Lecturers	Sebastian King
Number of participants	Minimum: Maximum:
Enrolment period	21.05.2012 08:00 - 03.06.2012
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 Language: English Virtuality: 0 cr Integration of R&D: 0 cr
Implementation class	
Focus areas	
Evaluation at the latest	06.01.2013 Storing of graded material ends.: 21.12.2013
Exam days	Re-exams: 17.01.2013, 21.02.2013, 21.03.2013
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	2	Subject	Content	Status	Teachers
06.09.2012	12.30 - 15.00	2	Orientation	A more detailed programme will be forthcoming.		
13.09.2012	12.30 - 15.00	2				
21.09.2012			No contact meeting			
27.09.2012	12.30 - 15.00	2				
04.10.2012	12.30 - 15.00	2				
11.10.2012						
18.10.2012	12.30 - 15.00	2				
25.10.2012						
01.11.2012	12.30 - 15.00	2				
08.11.2012	12.30 - 15.00	2				
15.11.2012	12.30 -	2				

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	15.00					
22.11.2012			No contact meeting			
29.11.2012	12.30 - 15.00	2				
06.12.2012	12.30 - 15.00	2				