

Implementation plan Finished

Study unit	Business Communication Skills (A0147), 5.0
Implementation	HCA1411: 1/2014-2015 (25.08.2014 - 23.12.2014)
Type	DEVELOPMENT OF CORE COMPETENCES IN THE FIELD (A801)
Groups	Primary: HCA13SN Others :
Involved in the project	
Lecturers	Sebastian King
Number of participants	Minimum: Maximum:
Enrolment period	19.05.2014 08:00 - 02.06.2014
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	06.01.2015 Storing of graded material ends.: 21.12.2015
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	Subject	Content	Status	Teachers
05.09.2014	9-11.30	Orientation	Introduction to the study unit. Selection of debating topics. A more detailed schedule will be made available in the Optima workspace in August.	To be announced	Sebastian King