

Implementation plan Finished

Study unit	Business Communication Skills (A0147), 5.0
Implementation	MFA1211: 1/2012-2013 (07.09.2012 - 07.12.2012)
Type	DEVELOPMENT OF CORE COMPETENCES IN THE FIELD (A022)
Groups	Primary: MFA11SN 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, Other method of implementation Language: English Virtuality: 0 cr Integration of R&D: 0 cr
Implementation class	
Focus areas	
Evaluation at the latest	07.01.2013 Storing of graded material ends.: 15.12.2013
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		Subject	Content	Status	Teachers
07.09.2012	12.30 - 15.00	2	Orientation	• Introduction to course • Self-assessment • Communication styles	To be announced	
14.09.2012	12.30 - 15.00	2	Orientation			
21.09.2012			No contact lessons	• Self-assessment report uploaded		
28.09.2012	12.30 - 15.00	2	Meetings	• Language of meetings • Cultural difference in international meetings • Company formation		
05.10.2012	12.30 - 15.00	2	Business correspondence			
12.10.2012			No contact lessons			
19.10.2012	12.30 - 15.00	2	Presentations	• The language and structure of presentations		
26.10.2012			No contact lessons			

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02.11.2012	12.30 - 15.00	2	Vocabulary test			
09.11.2012			Negotiations			
12.11.2012	12.30 - 14.00	1	Guest lecture	Optional attendance	Timo/ Tuomo	
16.11.2012	12.30 - 15.00	2	Dealing with problems and complaints			
23.11.2012			No contact lessons	• Business correspondence • CVs and cover letter		
30.11.2012	12.30 - 15.00	2	Job applications	• CV clinic • Job interviews		
07.12.2012	12.30 - 15.00	2	Essay and feedback	• Essay test • Feedback on CVs and writing		